



*Coastal Family*

## HOSPICE VOLUNTEERS

Coastal Family Hospice Volunteers, a non-profit organization in Rockport that supports hospice patients, their families and the recently bereaved is looking for a part-time Administrative Assistant for 16 hours a week.

The applicant must be proficient with Microsoft Office programs, database management, Google Docs and general clerical tasks, able to work with a variety of people, and be willing to learn about hospice, bereavement and volunteer support programs. Pay commensurate with experience. Please email cover letter and resume to [coastalfamilyhospicevolunteers@gmail.com](mailto:coastalfamilyhospicevolunteers@gmail.com).