Community Action Agency of Somerville

COVID Kit Processing Assistant

Summer, 1 Day per week

The Community Action Agency of Somerville (CAAS), a private, non-profit agency incorporated in 1981, is the Federally designated anti-poverty agency for Somerville. The mission of CAAS is to reduce poverty among local families and individuals while working to counteract, and whenever possible, eliminate, the societal conditions that cause and perpetuate poverty.

We are recruiting for a part-time (Mondays, 9 a.m. – 3 p.m.), temporary (now through mid-August 2022 with possible continuance into December) person to assist with COVID pool testing kit assembly and processing at the Head Start Office in Somerville.

Duties will include helping to assemble testing kits, and scanning and logging test results into a designated portal.

Qualifications:
- Full availability during the designated time frame
- Experience with data entry preferred
- Proof of full vaccination
- Ability to pass the EEC background check

Interested candidates should submit resumes to: jgrogan@caasomerville.org