

Part-Time Sales Coordinator

Location: Decatur House Assisted Living – Sandwich, MA

Hours: Part-Time | Flexible Schedule | 20–25 hours/week

Compensation: Commensurate with experience

About Us:

Decatur House is a warm, family-owned assisted living residence located in the heart of Sandwich Village. With a focus on personalized care and a strong sense of community, we take pride in maintaining a welcoming and supportive environment for our residents and their families.

Position Overview:

We are seeking a personable and experienced sales professional to join our team on a part-time basis that could potentially move to full-time. The ideal candidate will have a background in the assisted living or senior living industry, with a passion for connecting families with the right care solutions. This role focuses on community outreach, relationship-building, and guiding prospective residents and their families through the decision-making process.

Key Responsibilities:

- Respond to inquiries and conduct tours for prospective residents and their families
- Build and maintain relationships with local healthcare providers, senior centers, referral sources, and community organizations
- Coordinate and attend outreach events and networking opportunities
- Develop and implement marketing strategies to increase visibility and occupancy
- Maintain CRM records and track sales activity and lead follow-ups
- Assist with the creation of marketing materials, social media posts, and community newsletters

Qualifications:

- Prior experience in sales and marketing within the assisted living or senior care industry
- Strong interpersonal and communication skills
- Comfortable engaging with seniors and their families with empathy and professionalism
- Self-starter who can manage time independently and prioritize tasks
- Familiarity with CRM systems and basic marketing tools

Why Join Us:

- Supportive, team-oriented environment
- Opportunity to make a meaningful difference in the lives of seniors and their families
- Flexible part-time hours
- Located in a charming Cape Cod community

To apply, please send your resume and a brief cover letter to sarah@decaturhouse.com. We look forward to meeting you!