



Senior Community Center - Resource Center Assistant

Supporting Union, MO (and surrounding community)

Office Location: To be determined - Union, MO or local community location

8:00 a.m. – 2:00 p.m. (30 hrs./wk.) Mon-Fri

No Evenings or Weekends!

General Description:

- Oversee agency programming in the community of Union, MO including pilot programs as well as any future Union community partnerships
- Represents the agency and its programs to the community, host agency, volunteers and participants
- Responsible for related data collection and submission
- Responsible for volunteer recruitment and oversight

Requirements:

- High school Diploma or equivalent (some college preferred)
- Ability to quickly adapt to new situations, highly dependable and flexible
- Working knowledge of Microsoft Word, Excel and Outlook software programs
- Three years' experience in a position in which management skills were exhibited
- Prior experience in public speaking and working with volunteers (preferred)
- Excellent written and verbal communication skills
- Local travel is required, must have or be willing to obtain a Class E Drivers License and have dependable transportation with State minimum required auto insurance
- Pre-Employment Background Check and Drug Test
- Ability to lift up to 40lbs from floor to waist and carry 30lbs for up to 50ft.
- Must have or be willing to obtain COVID19 vaccination(s)

Benefits Package:

- \$14.50/hr. (30hrs./wk.)
- Medical, PPO or HSA
- Dental
- Excellent Retirement Savings Plan
- 13 Paid Holidays
- 12 Days' Vacation Pay
- 12 Days' Sick Pay
- Life Insurance with buy up options

Interested in this position? Contact H.R. Specialist

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EOE - Diverse candidates encouraged to apply