

POSTING: Administrative Aid

Meals On Wheels Atlanta (formerly Senior Citizen Services of Metro Atlanta) is seeking a **Administrative Aid** whose primary responsibility is overseeing daily activities, managing and tracking attendance, providing center coverage and special reports as requested. The **Administrative Aid** provides administrative, technical and program support to the Center Manager and Director of Neighborhood Senior Centers. The Neighborhood Senior Centers are not only Older Americans Act “Congregate Meal Sites” serving daily nutritious meals, but they provide critical wellness, chronic disease management, socialization, creative arts, and lifelong learning opportunities for hundreds of seniors.

POSITION DESCRIPTION

The program is experiencing a unique opportunity for growth and change with a team that is eager to explore and implement programming opportunities, increased wellness/fitness offerings, and senior empowerment strategies, and a demographic that is exponentially expanding. The winning candidate will have experience providing administrative support to the Neighborhood Senior Centers.

DUTIES AND RESPONSIBILITIES

General Administrative Duties

- Serve as welcoming agent and central information bureau for the Center.
- Manage inventory for program.
- Provide administrative support to the Center.
- Conduct data entry and generate reports from database.
- Welcome visitors and answer phones in a courteous and professional manner, directing to appropriate individuals.
- Prepare and distribute internal community newsletters, flyers and announcements.
- Perform general duties, including posting mail; maintaining current staff phone numbers; handling faxes, etc.
- Create and maintain filing systems for general information, vendor information, and other agency information.
- Maintain supply inventories; ordering and storing appropriately.
- Provide occasional center coverage and oversight.
- Prepares and distributes pre-cooked meals to participants.
- Schedule repairs and maintenance as directed from the appropriate vendors in a timely manner, maintaining record of all visits.
- Provide technical support to participants on basic computer functioning

Community Engagement

- Provide direct support to program participants
- Actively engage in daily activities for participants

- Assist in tracking client participation.
- Provide administrative support to the Center Manager, handling sensitive documents with respect and confidentiality.
- Maintain current list of volunteers, participants and other relevant persons.
- Coordinate special projects as assigned by the Center Manager

Volunteer Coordination

- Recruit train, orient, and manage volunteers.
- Coordinate recurring and special volunteer activities.
- Obtain pertinent records from volunteers to ensure licensing compliance, including background checks, health records, etc.
- Maintain an accurate database of volunteers and submit reports as requested.

EDUCATION

Degree from an accredited college or university with a major in Business Administration or human services field OR AAS in Secretarial Science with experience in human services field.

EXPERIENCE

Three 3 years administrative related experience and nonprofit organizations.

SKILLS

- Advanced computer skills, including proficiency in Word, Excel, Access, PowerPoint and Publisher
- Customer service skills
- Excellent communication skills, both oral and written, especially editing skills
- Ability to organize and complete multiple tasks
- Ability to work independently with little supervision

PART TIME without medical benefits. Monday through Friday.

PAY: \$10.00 per hour

APPLICATION

This position will initially report directly to the Center Manager. To apply, please submit a cover letter and resume to hr@mealsonwheelsatlanta.org – no phone calls, please.

EOE

This job description/posting in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.