



**Choice Programs – Resource Center Assistant
(Senior Citizen Community Programs Assistant)
North St. Louis County, MO – Office Location is in
Manchester, MO**

8:00 a.m. – 2:30 p.m. (32.5 hrs./wk.) Mon – Fri

General Description:

- Oversee agency programming at multiple community locations in and around North St. Louis County, MO including pilot programs and any future 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. for occasional meal and commodity box delivery and assistance with receiving meal shipments
- Supports a welcoming, collaborative, and respectful environment in words and actions that encourage inclusion and representation for all community members, clients, and fellow employees

Benefits Package:

- \$18.55/hr. (32.5 hrs./wk.)
- Medical, PPO or HSA
- Dental and Vision
- Excellent Retirement Savings Plan
- 13 Paid Holidays
- 17 Days Paid Time Off (PTO)
- Employer paid Short-term disability
- Life Insurance with buy up options

Interested in this position?

Contact H.R. Specialist *Laura Reich*

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