



**Choice Programs – Resource Center Assistant
(Senior Citizen Community Programs Assistant)
West 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 West 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
- Supports a collaborative and respectful environment that welcomes and encourages diversity, inclusion, and equal access to opportunity for employees and participants

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

Benefits Package:

- \$18.55/hr. (32.5 hrs./wk.)
- Medical, PPO or HSA
- Dental & 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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EOE