

NOW HIRING



Starting Date: Immediately

Date Posted: 11/1/2021

Position: Strachota Senior Center Clerk

Qualifications:

- Must have basic administrative skills
- Must have genuine concern for the elderly and understand the various problems peculiar to the elderly people
- Must be able to communicate with program participants and be willing to let participants play a major role in the program design of Center program
- Must be able to coordinate work schedules, training and development of good staff relations, and solve problems in a fair and equitable manner
- Must be able to travel to other locations as required by job duties
- Must be able to do lifting that relates directly to job duties

- High school education or equivalent in experience with preference for aging and nutrition services.

Directions for applying: You may email/fax your resume to the email address below:

Fax: (870) 543-6315

Email: careers@aaasea.org

We are an Affirmative Action/Equal Opportunity Employer