

## **JOB DESCRIPTION**

JOB TITLE: Health, Education, and Aging Program Assistant

STATUS: Part Time Non-Exempt

SUPERVISOR: Health, Education, & Aging Director

FUNDING SOURCES: Glick Foundation, Anthem Foundation, Older American

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### **OVERVIEW:**

This position will assist with coordinating supplemental programming that focuses on promoting evidence-based disease prevention and supports services that assist older adults in preventing illness and managing chronic conditions. Such as coordinating weekly fresh produce programming and monthly fitness and nutrition programming at sites for the elderly populations.

Part time position: Pay ranges from \$13-\$15 an hour depending on experience with part-time benefits available, including travel reimbursement.

### **QUALIFICATION:**

- High school diploma or equivalent
- Adaptability for program scheduling
- Valid Driver's license, reliable transportation with minimal liability insurance
- Knowledge in community resources, organizations and creative avenues to help meet the client's need

### **SKILLS:**

- Good written and verbal communication skills
- General computer technology skills
- Capable of networking in an effort to meet your client's needs
- Problem solving
- Organizational Skills
- Time Management Skills
- Completion of program data input and reporting

### **RESPONSIBILITIES:**

- Coordinating Weekly/Bi-weekly/monthly programming for sites
- Conducting weight and BP checks and complete monthly report forms
- Data entry and reporting
- Communicating with site directors on program logistics
- Willing to complete certifications in evidence based programming
- Network and partner with community organizations
- Other project duties as assigned