

TEMPORARY AGING CONSULTANT

General Statement of Duties

Performs administrative work in planning, prioritizing, and coordinating various in-house projects. Performs a variety of administrative, clerical, answering the telephone, processing messages, and maintaining filing systems for Aging. Other responsibilities include providing information and assistance, administering various short-term projects.

This person must be able to work independently, and possess good skills: planning, organizing, decision-making, communication. Must be able to coordinate programs, work with committees, analyze program expenditures, and produce reports for the Aging Director. Contact with the public is an integral part of the job. Must present a professional demeanor and at times exercise independent judgment and discretion in handling tasks assigned.

Duties and Responsibilities

Essential Duties & Tasks

- Collects information and compiles data and reports as required or requested.
- Photocopies needed documents as necessary for mailings as required or requested.
- Establishes and maintains files, data bases and data management systems, both electronic and paper for efficient retrieval
- Performs additional tasks as requested or required.
- Assists in administrative and program support tools and reports on activities of the work of the assigned programs.
- Performs other related duties as required or requested.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Microsoft Office (Word, Excel, and PowerPoint)
- Knowledge of office procedures and office equipment.
- Ability to create and use computerized spreadsheets in recording data.
- Ability to verify documents, forms & data entry for accuracy and completeness.
- Good interpersonal skills.

Physical Requirements

- Will perform the basic physical activities of reaching, standing, walking, fingering, talking, hearing and repetitive motions.
- Will possess the close visual acuity to prepare and analyze data and figures; view a computer terminal.
- Work occasionally requires exposure to outdoor weather conditions.

Desired Experience and Education

- High school diploma and experience in an office setting
- Basic computer experience.

Special Requirement

- Possession of a valid North Carolina driver's license.

Please email cover letter, resume, and PD-107 application to eccadmin@eccog.org