

# Assistant to the Director

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## Job Description

REPORTS TO: MCCOA Executive Director

QUALIFICATIONS AND SPECIAL SKILLS: College Degree preferred. Work experience in lieu of a degree will be honored. This is an administrative position, requiring knowledge of office procedures and skills in supervision. Must be a resident of Manistee County or willing to relocate to Manistee County within 90 days from date of hire.

Ability to identify, implement, coordinate programs designed to aid Senior Citizens.

Able to demonstrate concern for the Senior Citizen and their issues, and be able to relate well with Seniors.

Experience and displayed abilities in working with Seniors, knowledge of the programs available to Seniors, and various issues concerning Seniors.

Writing/Language Skills.

Management and organizational skills.

Working knowledge of bookkeeping.

Computer Literate.

Public relations and public speaking skills, ability to communicate with community leaders.

Willingness to broaden expertise in aging issues and agency management.

Basic knowledge of building maintenance.

Ability To work independently, yet also as a member of a team.

Ability to lift 25 lbs.

Ability to stand/walk for long periods of time.

Comply with all Agency policies and procedures.

TIME REQUIRED: Full Time Position

Serve as Public Relations point person, using consistent messaging as approved by Executive Director

Duties include, but are not not limited to:

Creation and dissemination of all flyers for activities and events

Maintain up to date information and posts online including, Facebook, Web Page, and regular releases concerning the activities at the Senior Center.

Create and publish the monthly senior newsletter

General support:

Respond to questions and requests fro information.

Act as a resource person for all agency staff.

Promote use of volunteers with the center.

ADMINISTRATIVE DUTIES

Act as temporary MCCOA Executive Director in the absence of the MCCOA Executive Director, either due to sickness, death, resignation or such other cause that may suspend that position for an extended length of time.

Periodically evaluate Senior needs and current programs with all staff.

Prepare and submit monthly reports for the MCCOA Executive Director

Answer incoming calls and assume other receptionist duties when needed

Perform other duties as assigned. Assist team members as needed.

## **Additional Requirements**

**JOB RESPONSIBILITIES:** Carry out operation duties of the Manistee County Senior Center and Supervise programs on a daily basis. Work closely with the MCCOA Executive Director to ensure that the programs and operations are in conformance with the goals and by-laws of the Manistee County Council on Aging.

Manage all maintenance of the Wagoner Community Center building

Schedule routine maintenance

Ensure safety compliance on Wagoner Community Center grounds

Responsible for scheduling all activities within the building to avoid conflicting activities that may detract from one another.

Work with outside agencies in scheduling appearances and providing office space, when necessary, so they may carry out programs for Seniors.

See to the efficient running of the Senior Center; creating a safe, clean, and inviting environment.

For larger expenses, repairs, or equipment, gather quotes, estimates, or cost comparison to present the Executive Director for approval. Assist in carrying out the purchase as needed.

Responsible for the carrying out of the following programs:

Senior Reimbursement

Schedule and maintain records for Project FRESH

Records all appropriate service numbers in Senior Space

Responsible for coordinating and supporting following programs:

Entertainment and music

Fitness Classes

Health Clinics