



Area Agency on Aging ADMINISTRATIVE ASSISTANT TO EXECUTIVE STAFF

POSITION DESCRIPTION

The Southern Oklahoma Development Association has a part time position opening for the Area Agency on Aging (AAA) an Administrative Assistant. The AAA Administrative Assistant provides operational and communications support to the AAA Director in performing their responsibilities effectively and efficiently. This position would begin in August, 2020

DUTIES AND RESPONSIBILITIES

- Provides administrative support to the AAA Director, including but not limited to, phone and calendar coordination, retrieval of reports
- Receives/processes incoming data for Home Delivered Meals Program into a database.
- Assist with answering AAA calls and general office tasks as needed or assigned.
- Complete and assist with the intake process of seniors 60+ to enroll them in services available.
- Process referrals for services and coordinate with those community partners.

QUALIFICATIONS AND PREFERENCES

- Proficient in Microsoft Office 365 Suite (Outlook, Word, Excel and PowerPoint)
- Ability to self-start, work independently and achieve high standards to meet multiple deadlines
- Excellent communicator, including writing, speaking, editing, proofreading and computer skills with great attention to detail
- Work effectively with staff in a team-oriented environment with a positive, can-do attitude
- Exhibit a high degree of professionalism, business judgment, tact and diplomacy
- Excellent problem-solving skills
- High School diploma required and some college or relevant experience is a plus

To apply, please mail a cover letter outlining qualifications and a resume to Amie Judd, SODA AAA Director, P.O. Box 709, Durant, OK 74702-0709 or email to ajudd@soda-ok.org

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