



REACHING PEOPLE IN NEED

JOB VACANCY

October 17, 2016

Administrative Support Specialist Senior Community Center

Location: Hempstead, NY 11550

EAC Network seeks a Bilingual (English-Spanish) Administrative Support Specialist to work part time for its Senior Community Service Center located in Hempstead. The Administrative Support Specialist is responsible for assisting the Center Manager with the daily operations of the Center. Position is 18 hours weekly at a rate of \$15.78 p/h. All qualified applicants will be afforded equal opportunities without discrimination because of race, color, religion, national origin, marital status, sex, age, sexual orientation, gender identity, disability, or protected veteran status. EAC is an EOE.

Candidates are encouraged to view agency Web site at www.eac-network.org

QUALIFICATIONS:

- GED or High School Diploma required.
- Minimum of 1 years' experience working with the elderly.
- Must be proficient in computer applications or other automated systems such as spreadsheets, Microsoft Office applications, calendar, and email and/or database software necessary to perform work assignments.
- Excellent communication and organizational skills.
- Upon hire, will need to obtain agency sponsored certificate in Food Managers Training from Nassau County Department of Health
- Bilingual (English/Spanish).

RESPONSIBILITIES:

- Answer telephone, take messages and respond to requests for lunch reservations and transportation.
- Prepare and maintain daily program sign in sheets.
- Assist with maintaining all client records – paper and electronic.
- Input data and prepare monthly calendars.
- Develop and conduct small group activities such as crafts, games, current events & clean up.
- Assist in the kitchen with morning set up and lunch service.
- Assist with escorting seniors to off-site activities.
- Interact with seniors and encourage them to participate in activities.
- Oversee daily operations of the Center in the absence of the Center Manager.

HOW TO APPLY:

E-mail resume/cover letter to:
employment@eacinc.org