

## **Office Assistant (Part-Time)**

The Eastside Senior Center is seeking a reliable and organized Part-Time Office Assistant to provide essential administrative support and assist with program operations. The successful candidate will work under the direction of the Executive Director.

### **Responsibilities:**

- Provide front desk support, including answering phones, taking messages, and directing inquiries.
- Oversee the congregate meal program, ensuring smooth operation and participant satisfaction.
- Maintain accurate records and communicate with GCCARD regarding food temperatures and participant counts.
- Update and maintain front office records and bookkeeping.
- Prepare and submit quarterly van reports.
- Complete and submit GCCARD paperwork accurately and on time.
- Register seniors for programs, services, and lunches.
- Conduct facility tours for new seniors.
- Process and distribute scan cards to seniors.
- Attend GCCARD training sessions as required.
- Perform light cleaning duties at the center three days per week.

### **Qualifications:**

- Strong organizational and time-management skills.
- Excellent communication and interpersonal skills.
- Proficiency in basic office procedures and record-keeping.
- Ability to work independently and as part of a team.
- Reliable and punctual.

### **Compensation and Schedule:**

- Hourly pay: \$15.00 (no insurance benefits offered)
- Schedule:
  - Monday: 7:00 a.m. - 4:00 p.m.
  - Tuesday: 10:00 a.m. - 4:00 p.m.
  - Wednesday: 7:00 a.m. - 2:00 p.m.
  - Thursday: Day off
  - Friday: 7:00 a.m. - 4:00 p.m.

### **To Apply:**

For more information about the Eastside Senior Center and our daily activities, please visit our website: [eastsideseniorcenter.com](http://eastsideseniorcenter.com).

Please submit your resume to [eastside3065@gmail.com](mailto:eastside3065@gmail.com) by May 2, 2025.