Churchill County Senior Center

Open Job Announcement

Do you value the contributions of senior citizens and enjoy working with them? Do you enjoy new challenges and a busy schedule? Are you skilled and experienced in Word and Excel? Are you efficient in data entry and recordkeeping? Are you able to track deadlines and be self-motivated? Are you detailed oriented? Have you ever supervised volunteers? If so, consider applying for the Churchill County Senior Center **Program Assistant** position.

The Churchill County Senior Center is a non-profit organization who values integrity and accountability. The individual must be organized, accountable and experienced.

Note – this position is an employee of the Coalition for Senior Citizens and is NOT a county or city employee.

MINIMUM QUALIFICATIONS

- Two years' experience working with senior citizens.
- Strong computer skills required, specifically in Word, Excel and be trainable to work with Federal reporting software.
- Knowledge of clerical and administrative procedures.
- Possession of a valid State of Nevada Driver's License
- Under fill of the position may be considered based upon the number of available applicants and the willingness of applicants to obtain education to suffice program needs.

Full Time Position
Wage Range 12.00 to 14.50 per hour depending on experience.
Plus 12 annual paid holidays, vacation leave, and sick leave.

Obtain the application form at the front desk of the Senior Center.

Submit a resume and a completed application to the Churchill County Senior Center, 310 E. Court St, Fallon, NV

Only between the hours of 8:00 a.m. to 10:30 a.m. and 1:00 p.m. – 4:00 p.m.
Please do not come between 11:00 and 1:00.

Submissions will be accepted until 4:00 p.m. on Friday, March 21, 2014.

This announcement is generally descriptive of the duties and qualifications for the job. It is not to be construed as an expressed or implied contract.