

Job Title: WASCA Office Administrator

Reports to: WASCA Director

Effective Date: August 1, 2022

Job Summary: Maintains internal office system database, assists with general operations of the Center.

Supervisory Responsibilities: none, but provides guidance to volunteers as needed

Position: This is a part time position, 15-20 hours per week

Duties / Responsibilities:

- Input new client data into Serv Tracker database
- Responsible for daily adjustments in Serv Tracker
- Track donations received from recipients
- Create daily kitchen reports and print meal delivery sheets
- Pack daily hot and cold bags for Meals on Wheels delivery routes
- Prepare and/or distribute communication inserts to Meals on Wheels recipients
- Oversee distribution of any gifts and donations to Meals on Wheels recipients
- General office duties as required by the Director, may include filing, copying, preparing letters

Required skills and abilities:

- Strong communication and team skills.
- Strong interpersonal and customer service skills
- Strong organizational skills
- Ability to function well in a fast-paced environment
- A passion for helping to meet the nutritional and social needs of the seniors in our community

Education and experience:

- High school diploma or higher and experience in an office environment