

Job Posting

Service Coordinator

St. Anthony Park Area Seniors

Organization Summary

St. Anthony Park Area Seniors (SAPAS) is a non-profit organization serving seniors and caregivers in the St. Anthony Park neighborhood of St. Paul, Lauderdale and western Falcon Heights. In 1981 we were the original living-at-home block nurse program. Our mission is to provide volunteer and professional assistance to enable seniors to remain in their own homes independently as long as they are safe. Visit our website at www.sapaseniors.org to learn more about our program.

Primary Duties

We are looking for a caring, committed, team-focused individual to work part-time, 20 hours per week, to serve and support seniors. Starting pay is \$21.00/hr. Specific duties include:

- Provides service coordination for seniors as requested.
- Creates and distributes documents, flyers, and forms as needed.
- Maintains service delivery database, program calendar, outreach contacts, and community resource files.
- Gathers and enters data for reports and assists with reports as needed.
- Coordinates and attends social outings.
- Is flexible for other duties as assigned.

Experience

Preferred qualifications:

- Program-related higher education degree.
- Experience working with seniors and volunteers.
- Good written and verbal communications skills.
- Competence in use of email, internet, Microsoft Word, and Excel.
- Record keeping skills and experience.
- Ability to work with small team in shared office.

How to Apply

Please e-mail cover letter and resume to Katharine Tondra, Program Director, at office@sapaseniors.org or send to Katharine Tondra, St. Anthony Park Area Seniors, 2200 Hillside Ave., St. Paul, MN 55108, by **May 17, 2024**. Interviews will be scheduled in May and we would like to begin training in June.