

Job Posting

Service Coordinator for 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. 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. Specific duties include:

- Providing service coordination for seniors as requested.
- Creating and distributing documents, flyers, and forms as needed.
- Maintaining service delivery database, program calendar, outreach contacts, and community resource files.
- Gathering and entering data for reports and assisting with reports as needed.
- Coordinating and attending social outings.
- Assisting with room set up of tables and chairs for activities.
- Assisting with other duties as assigned.

Compensation and Benefits

- Hourly rate of \$22.06/hr
- Paid holidays, vacation and sick time
- Monthly health care allowance
- Flexible schedule during regular office hours of 9:00 am to 5:00 pm, Monday-Friday. Must work on Fridays.

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.
- Ability to carry 10 pounds and set up tables and chairs.

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 **June 14, 2024**. Interviews will be scheduled in June and we would like to begin training in July.