

Position Announcement

Program Assistant

The Arizona Caregiver Coalition (ACC) is a community-based, 501(c)3 tax exempt organization. It was founded to support and advocate for family caregivers in Arizona. We partner with the Arizona Department of Economic Security, Area Agencies on Aging, and other community-based organizations. The office is located in central Phoenix.

The ACC is currently seeking a part-time (16-18 hours per week) program assistant. This position requires the maintenance of records and accurate documentation.

This position is posted as temporary as it is grant funded. However, it will be renewed as funding permits.

Position Duties

- Responsible for general database maintenance, which includes entering data and extrapolating data for reporting purposes.
- Maintain relevant records via spreadsheets and reports.
- Assist with electronic newsletter and website updates, including a community calendar on the website.
- Prepare and assemble meeting materials.
- Create and maintain documents in support of programs, such as forms and fact sheets.
- Assist in daily office functions, e.g. answering phone calls, correspondence and filing, coordinating meetings, and scheduling meetings.
- Assist with social media, including Facebook and newsletter, and creating stories based on caregiver testimony.

Skills:

- The ideal candidate should possess broad office skills and be highly organized, detail-oriented and enjoy working in a small team where everyone balances multiple tasks.
- Must be organized, task and detail oriented, able to prioritize effectively.
- Competent computer skills including experience using MS Office (including Excel), the Internet, email.
- Experience with basic office equipment such as computers, copiers, calculators, printers, and filing.
- Good written and verbal communication.
- Ability to create reports and spreadsheets with little to no supervision.

- The ability to learn and utilize our client database to correctly enter and extrapolate data for reporting purposes.

Experience: Administrative experience. Experience with client database preferred. Newsletter and website maintenance and social media a plus. Experience with outreach and PR a plus.

Send cover letter and resume by October 30th to Jutta Ulrich, Executive Director, Arizona Caregiver Coalition, P.O. Box 21623, Phoenix, AZ 85036, or to Jutta@azcaregiver.org.