



Connecting Older Adults with Community-based Resources and Options

Administrative Assistant (part time)

AgeOptions seeks a dynamic Administrative Assistant to work 4 hours daily (Monday through Friday) and support the Health Care Choices team. AgeOptions, located in Oak Park, IL, is committed to improving the quality of life and maintaining the dignity of older adults and those who care about them – through leadership and support, community partnerships, comprehensive services, accurate information and powerful advocacy. AgeOptions is recognized nationally as a leader in developing and helping to deliver innovative community-based resources and options to older populations in transition and through our network of community agencies, serves over 200,000 people annually. AgeOptions receives federal, state, private, foundation, and individual charitable contributions. For more information, please visit our website at: www.ageoptions.org.

Enjoy a convenient Oak Park location, close to Green Line L and Metra Union Pacific stops.

BASIC FUNCTION

Under the supervision of the Health Care Choices Coordinator, this position is a key part of the Health Care Choices team. This position serves an important role in the expansion of our fee for service counseling and presentations and will help with the delivery of Health Care Choices and Make Medicare Work Coalition (MMW) activities. This position is responsible for event and program logistics.

KEY RESPONSIBILITIES:

- Manage logistics of Health Care Choices and Make Medicare Work trainings & presentations, including:
 - Locate sites for events & communicate with site contact prior to event
 - Arrange for appropriate technology, equipment and refreshments, as needed for events
 - Develop invitations & managing registration process
 - Print and assemble training and event materials (handouts, pre & post tests, evaluations, etc.)
 - Communicate training logistics with internal trainers or external speakers, including managing calendars for internal staff
 - Enter all pre/post test & evaluation results following events
 - Order necessary supplies for trainings & events

- Manages and updates email lists
- Organizes and files paperwork with internal (AgeOptions finance department) and external entities (continuing education credit broker); stays current on all requirements for filing, including but not limited to presenter travel reimbursements, check requests and invoices
- Upload and maintain MMW materials on AgeOptions website, ensuring that materials are up-to-date in our library of online and hard-copy resources (e.g. federal poverty limits, updating income limits and other details).
- Maintain program related printed materials in AgeOptions Resource Closet
- Other duties as assigned

QUALIFICATIONS

- Bachelor's Degree or High School graduate with 3+ years experience in administrative services.
- Proficiency in the use of Microsoft Office software, including Outlook , Excel and Word
- Detail oriented
- Strong interpersonal skills (oral and written)
- Ability to manage multiple priorities

AgeOptions is located close to the Green Line L and Metra Union Pacific stops.

To apply forward resume and cover letter:

<http://www.jobs.net/j/JqKDDBAB?idpartenaire=20097>

AgeOptions is an Equal Opportunity Employer, MFDV