PHONE: 252.796.1371

FAX: 252.796.1188

**JOB OPENING**

**ADMINISTRATIVE ASSISTANT-SENIOR CENTER**

**Description, Key Responsibilities, and Qualifications:**

The Administrative Assistant supports the daily operations of the Senior Adult Activity Center by providing administrative, clerical, and customer service assistance to staff and senior participants. This role requires excellent communication skills, compassion for older adults, and strong organizational abilities. Greet and assist senior center visitors, answering questions and directing them to appropriate services or staff. Manage incoming phone calls and emails; respond to inquiries or route them appropriately. Maintain accurate participant records, including registration forms, attendance logs, and program schedules. Assist with planning, scheduling, and coordinating activities, classes, and special events. Prepare and distribute newsletters, flyers, calendars, and announcements. Maintain filing systems (paper and digital) in accordance with confidentiality and recordkeeping policies. Provide administrative support to the Director and other staff, including preparing reports, data entry, and correspondence. Help manage volunteer schedules and provide support for volunteer coordination. You will be required to be cross-trained for the Senior Nutrition Program. There will be times when you will be expected to serve meals and provide delivery for home delivered meals. Qualifications are as follows: High school diploma or equivalent (associate’s degree preferred). Prior administrative or clerical experience, preferably in a human services or community-based setting. Strong interpersonal and communication skills; ability to interact respectfully with older adults and their families. Sensitivity to the needs and challenges of older adults. Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Publisher). Excellent organizational and multitasking skills. CPR/First Aid certification a plus (or willingness to obtain). Must be able to lift up to 25 lbs. Valid NC driver’s license and dependable transportation is a must.

**Hours of Work:**

Work week consists of 35 hours, and other hours as needed.

**Starting Salary: $31,638**

**Applicant Process:**

Applicants for this position should complete the Tyrrell County job application and submit it to: Jacklyn McNutt, Tyrrell County Government, PO Box 449, Columbia NC 27925. The application is located on the County’s website at [www.tyrrellcounty.org](http://www.tyrrellcounty.org) or may be obtained by contacting the County Finance office at 252-796-1371 or 108 South Water Street, Columbia NC. Equal Opportunity Employer/ADA/Equal Access.