

B/S/S/T Area Agency on Aging, Inc. has an opening for a Community Services Coordinator.

The Community Services Coordinator provides coordination of the Pennsylvania Link to Aging & Disability Resources. The Link program is part of a nationwide effort to take a seamless approach in assisting seniors and adults with disabilities who need help with activities of daily living. The Community Services Coordinator is required to plan and conduct Link Partner meetings, prepare and submit reports and budgets, develop new partners and promote the 'Link' through advertising and other outreach opportunities.

The Community Services Coordinator also performs the Agency's community relations activities, which include marketing and resource development.

This position requires the applicant to be energetic, organized and a highly efficient self-starter, have the ability to do public speaking with confidence, have excellent written and verbal communication skills, establish/maintain cooperative working relationships with community organizations/agencies, have excellent computer skills/knowledge and promote a positive professional image to the public/professional community.

Travel is required throughout the Agency's service area with mileage reimbursement. **Must** have a reliable vehicle for work related travel, vehicle insurance and possess a valid driver's license.

This is a full time position (40 hrs. a week; Monday-Friday 8am-4:30pm) with benefits including health insurance, paid time off (vacation, sick, holiday, personal), and 401(k).

Selected applicant **must** pass a state police criminal clearance, child abuse clearance and FBI clearance (if necessary). These clearances will be obtained with assistance from the Area Agency on Aging, and free of charge to the selected individual.

Minimum Experience and Training Requirements:

- A Bachelor's Degree preferred;
- (3) years of experience within an aging, disability or human service related field;
- Knowledge of services available in the specified service area preferred.

At the sole discretion of the Agency, equivalent combination of experience and education can be considered in place of a degree.

Interested persons should submit a resume to Bridget Worthington at bworthington@bsstaaa.org or by mail to Area Agency on Aging, 220 Main Street, Unit 2, and Towanda, PA 18848.

An Equal Opportunity Employer.