



**Posting for Part-Time Receptionist
Starts at \$13.91 per hour**

**Opens: Monday, November 6, 2023
Closes: Friday, November 17, 2023**

Crawford County Commission on Aging is a local governmental entity charged with serving older adults living in Crawford County.

The position of **Receptionist** is a part-time (21 hrs/week), union position which directs and coordinates customer service activities including phones, reception and meal/activity registration. Clerical tasks include data entry, receipting of monies, and mailings. High School Diploma or its equivalent is required. Preferred candidate will have two years' experience working with older adults in a social service setting. Candidate must possess excellent computer skills, be detail oriented and be able to make change.

Position benefits will include paid time off. There is a 6-month probationary period. Employees are eligible for 11 paid holidays. Hours will be scheduled Monday – Thursday 2 - 6pm and Friday 8:30am – 1:30pm. A criminal background review and drug test is required.

A resume is required along with the completed application. Application and Job description can be found on the website at <https://www.crawfordcoa.org/about-us/employment/application>. Please read through job description before applying.

To be considered a candidate for the position, you must submit the resume and completed application. No phone calls, please.

To advocate and promote the well-being and independence of
all older adults of Crawford County.

Equal Opportunity Employer