



***The Valdez Senior Center provides earned vacation leave and Direct Primary Care – plus additional perks – to employees.***

**Position: Office Assistant/Activities Coordinator**

Hours: 40 hrs./week

Supervisor: Office Manager

Starting Wage: \$20/hour

**Minimum Qualifications:**

- 18 years of age
- Valid ID or Alaska driver's license
- High school diploma or GED
- Ability to pass a criminal background check and provide evidence of a yearly TB test
- Ability to obtain a food handler's card after hire
- Safe driving skills, including submission of driving record from DMV for the past three years
- Ability to lift up to 20lbs

**Duties and Responsibilities:**

- Greet visitors, answer phones, and maintain calendars
- Monitor front counter during lunch service
- Facilitate/ create activities and events
- Produce flyers and monthly newsletters
- Maintain social media
- Assist with dining room decorations
- Serve as a backup driver
- Other duties as assigned

**Interested candidates may pick up an application at the Valdez Senior Center or download an application at [valdezsniiorcenter.org](http://valdezsniiorcenter.org).**

**Submit a completed application and resume in person or via email to [vsc@valdezak.net](mailto:vsc@valdezak.net).**

**Valdez Senior Center  
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Valdez, AK 99686  
(907) 835-5032**