



# CHEVY CHASE AT HOME

We Are Neighbors Helping Neighbors Live At Home

Post Office Box 15102

Chevy Chase, MD 20825

Telephone 301-657-3115

## Office Administrator Job Posting

**Job Summary:** This position provides administrative support for all Chevy Chase At Home activities including services, programs and classes. The Office Administrator reports directly to the Executive Director of CC@H and interacts with the Board of Directors and its committee volunteers. This is an hourly, part-time position (up to 24 hours per week) that pays \$20 per hour. The Office Administrator is one of two employees and the CC@H office is located in a small office environment in downtown Bethesda.

### Responsibilities:

- Coordinate volunteer service delivery to members.
- Serve as first line coverage for phone and general email inquiries.
- Maintain database entries on volunteers and service requests, event registration, donations and class management.
- Manage the growing, member-inspired class offerings. Coordinate with instructors the schedule and rates. Ensure the promotion of classes, efficient registration process and timely communication with class participants. Conduct class evaluations and prepare class reports.
- Prepare monthly and annual statistical reports.
- Assist with the writing, editing, and production of mailings, including thank you notes and fund-raising appeals. Produce and distribute e-mail communications such as e-blasts for promotion of classes and events.
- Ensure the completion of administrative tasks such as making bank deposits, purchasing office supplies and maintaining hardware/software, etc.
- Collect mail from the post office box.
- Attend certain events, such as volunteer training classes and committee meetings.

### Qualifications:

- Friendly, team- and detailed-oriented person possessing excellent inter-personal skills.
- Ability to respond to the dynamic needs of members and the office.
- Commitment and ability to maintain high level of confidentiality
- High level of knowledge of computer software including Microsoft Office (Word, Excel) and ability to learn and use the Club Express system. Social media skills a plus.
- Desire to work with senior population and commitment to the mission of aging-in-place a plus.
- Minimum required education BA and previously related experience preferred.

**About Chevy Chase At Home:** Incorporated in 2009, CC@H is a community-based, 501(c)(3) non-profit organization dedicated to supporting older Chevy Chase residents who wish to continue to live in their homes as they age. We serve Chevy Chase Village, Section 3 & 5 of the Village of Chevy Chase, the Town of Chevy Chase, Martin's Additions, the Village of Drummond, and the neighborhoods served by Rollingwood Citizen's Association, the Old Hamlet, and Chevy Chase West. CC@H's purpose is to provide a broad range of volunteer-provided services to older adults, so they can continue to live in their homes, and to offer them varied social, educational and fitness activities to encourage engagement and thus diminish isolation.

Interested persons please send cover & resume to [kimmie.chevy@gmail.com](mailto:kimmie.chevy@gmail.com) by 1.15.2018