

Summary

The Access Your Benefits Coordinator, paid or unpaid, fulltime or part-time, is an important administrative and program support position responsible for fulfilling the requirements of a sustainable program offered by Fairhill Partners. This position will remain open until filled.

Responsibilities

- Ability to work effectively in a multi-tasking, highly personalized environment;
- Exercise professional judgment and maintain a high level of confidentiality;
- Answering and responding to phone calls from older adults, their family members and other professionals seeking information
- Enrolling eligible seniors in benefits using the internet.
- Entering and maintaining information into a data base;
- Marketing services
- Monthly reporting
- Coordinating and executing outreach events to promote services;
- Sending packages and making copies
- Making copies;
- Returning phone calls and making appropriate referrals.
- Answering emails;
- Schedule and supervise a paid or volunteer service unit as needed.
- Other administrative duties as assigned;

Qualifications

- Minimum three (3) years successful, administrative experience or equivalent specialized education;
- Experience working with paid and unpaid staff; experience working with populations of older adults preferred;
- Outgoing, self motivated, and patient, able to work with others on an individual or small group basis;
- Superior interpersonal and ethical attributes; ability to get along with diverse personalities, tactful, mature, resourceful and flexible;
- Computer proficiency in word processing, spreadsheet, database and Internet.
- Professional appearance, attire and demeanor.

Requirements

- All candidates will be subject to and must pass a drug and fingerprint background screening.
- All candidates will be tested on Microsoft 2007 Word and Excel.

Apply via email with your cover letter, resume and at least three references to caustin@fairhillpartners.org.

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Note: Fairhill has a policy of 100% pre-placement drug screening and background check for all positions.