



Jobs and Involvement in America's Communities

Position: SCSEP Project Coordinator

Type of Position: Part-time Temporary (25 hours per week)

Employer: Senior Service America, Inc.

Location: Silver Spring, Maryland

Date Posted: September 24, 2015

Current Salary: \$25 per hour

Senior Service America Inc. (SSAI) is a non-profit organization that provides civic engagement and employment opportunities for adults over the age of 55 who wish to reenter the workforce. SSAI is a dynamic work environment where its every day efforts help vulnerable seniors get the help they need. Visit our website at www.seniorserviceamerica.org.

Overview of the Position

The part-time Project Coordinator is responsible for the day-to-day management of SSAI's Senior Community Service Employment Program (SCSEP) in Anne Arundel County, MD. The incumbent may be required to travel locally up to 50% of the time.

Principal Duties

- Meeting contracted performance goals for SCSEP (service level, service to most-in-need, community service hours, entered employment rate, retention rate, and average earnings)
- Recruiting and correctly enrolling eligible applicants
- Following program policies and procedures
- Placing SCSEP participants into unsubsidized jobs
- Developing and maintaining partnerships and cooperative relationships with public workforce, business and industry, economic development agencies, and education and training providers
- Coordinating SCSEP efforts with public workforce system, State SCSEP Coordinators, and local Area Agencies on Aging and other community-based organizations and services
- Ensuring negotiated MOUs with the public workforce system to improve the delivery of services to low-income older workers in every local area of operation
- Conducting outreach to ensure local awareness of SCSEP for recruitment and community support purposes
- Maintaining personnel policies and complaint resolution procedures
- Submitting accurate reports and maintaining records, as required

Qualification Requirements

Work Experience -

The successful applicant will possess progressively responsible direct service work experience with employment and training and/or aging programs. Past experience with low income and minority older workers preferred. Experience in outplacement or hands-on experience helping disadvantaged and unemployed individuals return to work is a plus.

Education –

BA/BS degree in a related field required.

Knowledge, Skills and Abilities -

1. Ability to work independently and multi-task to ensure high quality projects and customer service;
2. Strong communication skills;
3. Provide job readiness skills and tools for job search;
4. Establish and sustain effective relationships with partners;
5. Skill proficiency with office-productivity software, such as Microsoft Office and Outlook. Comfort with data entry into database systems. Knowledge of Salesforce or another customer relationship management (CRM) tool is a plus; and
6. Being a resident of Anne Arundel County or familiarity with community based agencies in the county is a plus.

Benefits and Compensation

This is a part-time, hourly, temporary position. There are no benefits associated with this position.

How to Apply

Interested candidates must submit **all** of the following documents to humanresources@ssa-i.org. Recruitment will continue until position is filled.

1. Cover letter with salary requirements and three verifiable professional references; and
2. Resume.
3. **Incomplete packages will not receive further consideration.**

Contact Information:

humanresources@ssa-i.org

Human Resources, Senior Service America, Inc.
8403 Colesville Road, Suite 1200 ■ Silver Spring, Maryland 20910

*Senior Service America, Inc., is an Affirmative Action/Equal Opportunity Employer.
Women and members of minority groups are encouraged to apply.*