



***Jobs and Involvement
in
America's Communities***

Position: SCSEP MD Project Coordinator

Employer: Senior Service America, Inc.

Location: Baltimore, Maryland

Date Posted: March 8, 2017

Current Salary: \$35,430/year

Senior Service America Inc. (SSAI), headquartered in Silver Spring, MD, 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

Under supervisor of the SCSEP Project Director, the full-time Project Coordinator is responsible for providing project support to SSAI's Senior Community Service Employment Program (SCSEP) in Baltimore City, as well as Baltimore, Anne Arundel Counties, Carroll, Cecil, Harford and Howard Counties. The incumbent may be required to travel locally up to 50% of the time.

Principal Duties

Administrative Functions

- Support activities that help achievement of contracted performance goals for SCSEP (service level, service to most-in-need, community service hours, entered employment rate, retention rate, and average earnings).
- Follow program policies and procedures as directed by SCSEP Project Director.
- Submit accurate reports and maintain records, as required.
- Prepare reports and documents for Project Director and office using MS Office Suite (i.e. MS Word, Excel, Outlook and PowerPoint).

Payroll Functions

- Compute wages and deductions, and enter data into computers.
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Compile employee time, production, and payroll data from time sheets and other records.
- Process paperwork for new employees and enter employee information into the payroll system.

Workforce Development Functions

- Assist with recruitment and correct enrollment of eligible applicants.
- Support efforts to place SCSEP participants into unsubsidized jobs as instructed.
- Maintain positive partnerships and cooperative relationships with public workforce, business and industry, economic development agencies, and education and training providers.
- Supports initiatives to coordinate SCSEP efforts with State SCSEP Coordinators, and local Area Agencies on Aging and other community-based organizations and services.
- Other duties as assigned.

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. Experience processing timesheets and payroll for over 50 employees using payroll software.

Education –

BA/BS degree in a related field with 2-4 years of experience or 5+ years of relevant work experience considered in lieu of a college degree. Proficiency with MS Office Suite (in particular MS Word, Excel, Outlook, and PowerPoint) as well as Adobe Acrobat, converting documents from one program to another. Demonstrated proficiently with payroll process software such as ADP strongly preferred.

Knowledge, Skills and Abilities -

1. Ability to work independently and multi-task to ensure high quality projects and customer service;
2. Strong administrative and 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, in particular Word and Excel, 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 Baltimore City or the counties of oversight or familiarity with community based agencies in these areas is a plus.
7. Must have personal transportation available for position required travel.

Benefits and Compensation

This is a full-time (40 hours/week), temporary position. SSAI offers a competitive salary and exceptional paid benefits such as paid healthcare, dental, 401k plan with employer contributions, subsidized parking or SmarTrip and more.

How to Apply

Interested candidates must submit **ALL** of the following items in a **single** document (Word/PDF) 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 200 ■ 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.*