

- Must have demonstrated skills working in a Microsoft environment, word processing, database software, spreadsheet programs, email, and internet applications.
- Excellent written and verbal communications skills.
- Excellent project and time management skills.
- Initiative, tact, diplomacy, and creativity required.
- Detail oriented, strong organizational and analytical skills.
- Ability to work in a hectic and results oriented environment.
- Must possess a valid Oklahoma Drivers License; proof of valid insurance on any personal vehicle that will be used for COCAA business purposes, and possesses and maintains acceptable driving record.
- Ability to work with the public, various organizations, and vendors.
- Must have reliable transportation for work related travel away from designated work site.
- Working knowledge of the occupational hazards and safety precautions of the work.
- Must be willing to work holidays, weekends, and flexible hours in a fast paced environment.
- Must have working knowledge and demonstrated sensitivity to the needs of low –income and senior citizens.

DESIRED QUALIFICATION

- Bachelor's degree in Social work, Sociology, Public Administration, Business Administration or related field OR years of experience in social services management.

Supervision Given: None

Supervision Required: Under the direct supervision of the Director of RSVP.

WORKING CONDITIONS AND PHYSICAL HAZARDS

- Employee works in an office environment and uses a desk top computer and other office machinery; and at volunteer sites.
- Employee is sometimes required to work outside in both normal and abnormal weather.
- Employee must be able to physically perform functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.
- Some lifting is required usually up to at least 25 pounds, but may be required to lift up to 50 pounds on occasion.
- May be exposed to irate clients, vendors, public and employees.

SPECIAL LICENSES AND CERTIFICATIONS DESIRED

None at this time.