



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>HUB Assistant</b>
<b>COMPENSATION:</b>	\$17 - \$20/hour based upon experience <b>22-25 hours per week</b>
<b>FLSA STATUS:</b>	Non-Exempt
<b>SUPERVISION RECEIVED:</b>	Director of HUB and Facilities
<b>SUPERVISION EXERCISED:</b>	None

**OBJECTIVE:** Provide support for all HUB activities and AOA facilities.

### RESPONSIBILITIES:

- Under direction of the Director of HUB and Facilities, support wellness presentations and activities offered at the HUB in Salinas.
- Collect attendance, client intake, survey implementation for monthly reporting.
- Provide data entry support for the HUB and Senior Luncheon.
- Assist Director of HUB and Facilities with day-to-day facility related operations in the HUB and AOA.
- Help promote AOA/HUB membership.
- Encourage and explain donations in relationship to services provided at the HUB and AOA'
- Provide support to HUB volunteers.
- Inventory supplies weekly in the HUB including the kitchen.
- Ensure the HUB, including the kitchen, is kept clean and trash is emptied daily, or as needed after presentations and/or activities.
- Participate in community fairs, community meetings (on a limited basis) and monthly HUB partner meetings.
- Other duties as assigned.

### KNOWLEDGE, ABILITIES, SKILLS:

- A strong affinity and concern for the welfare of older adults
- Bilingual in Spanish and English required
- Knowledge of, or willingness to learn, community resources
- Demonstrate computer skills in MS Office environment.
- Ability to problem-solve and make sound judgments.
- Ability to work independently and as part of a team.
- Ability to work effectively with people from diverse populations
- Superior organizational and time-management skills.
- Valid California driver's license, auto-insurance, and personal means of transportation.

**COMPENSATION AND BENEFITS**

Non-exempt position, pay range of \$17 - \$20 per hour, DOE.

Alliance on Aging Employees working a minimum of 30 hours per week are eligible for a benefits package including health, dental, and vision insurance; a 403B retirement plan with 4% employer contribution after one year of continuous service; accrue two (2) weeks of vacation in year one - three, twelve (12) sick days per year, and eleven holidays (prorated for employees working between 30 and 40 hours). Mileage is reimbursed at the current IRS rate.

Applicants can submit resume to: [jrogers@allianceonaging.org](mailto:jrogers@allianceonaging.org)

Alliance on Aging

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(no phone calls please)