



*Inspiring older adults through  
volunteerism, enrichment and community  
connection*

1320 W. Lockwood Ave. • Glendale, MO 63122 • Phone: (314) 395-0988 • [www.shepherdscenter-wk.org](http://www.shepherdscenter-wk.org)

## **Program Coordinator/Administrative Assistant**

### **Shepherd's Center History, Mission & Purpose**

The Shepherd's Center of Webster-Kirkwood is part of a national network of 55 centers. Since 1998, we have helped older adults to find enrichment, maintain independence and stay socially active. Over 300 local volunteers help us fulfill our mission.

Mission - Inspiring older adults through volunteerism, enrichment, and community connection.

Purpose - Offering volunteer driven programs and services, we help older adults to remain active, independent, intellectually engaged and socially connected.

### **The Opportunity**

The Shepherd's Center is seeking a Program Coordinator/Administrative Assistant who is dedicated to non-profit service and interested in making a difference every day. The Program Coordinator/Administrative Assistant plays a vital role, working with staff and volunteers, in supporting the administrative needs of the organization as well as with weekly class implementation. This team member will also take a lead role in our Tech Tutor program coordination.

### **Program Support**

- Lead responsibility for implementation of Tech Tutor program:
  - Scheduling Tech Tutor appointments and volunteers and maintaining related paperwork
  - Meeting one-on-one with Tech Tutor clients to help them with smartphone, tablet and laptop needs
- Assist with program support on Fridays and other days as scheduled, in-person and online, to include when applicable:
  - classroom setup & organizing related class materials
  - coordinating needs of instructors, guest speakers and volunteers
  - Act as "Zoom host" for online classes, provide related tech support

### **Data Management**

- Lead responsibility for database maintenance: NewOrg and RideScheduler
  - Mail lists/contact info for clients, participants, volunteers and donors
  - Volunteer hours when applicable
- Maintains "paper files" related to volunteers and clients

### **Office Communications**

- Lead responsibility for answering phones and related follow-up
- Coordinate volunteer efforts related to telephone support
- Check general delivery email box several times a week and perform related follow-up

## **General Administrative Support**

- Maintain office supplies and print materials such as packets, brochures, envelopes, etc.
- Assist with general office correspondence to participants, volunteers, clients, etc.
- Coordinate volunteer efforts related to these activities

## **Event Support**

- Work as a team with Board and volunteers in support of fundraising events, specific duties TBD

## **Required Qualifications**

- Excellent organizational and communication skills
- Ability to work well with older adults and supervise volunteers
- Solid working knowledge of smartphones, tablets and laptops and ability to teach skills to others
- Solid working knowledge of Microsoft Word, typical Internet functions and Zoom
- Basic skills in Microsoft Excel, ie. entering data into existing spreadsheets

## **Compensation**

The Program Coordinator/Administrative Assistant is a 20-hour, in-person position with hours distributed Tuesday through Friday (Fridays required). \$15/hour, 90-day probationary period.

## **Working with the Shepherd's Center**

The Program Coordinator/Administrative Assistant Reports to Executive Director and works closely with other staff, volunteers, class participants and clients. All Shepherd's Center employees are required to show proof of COVID vaccination status and mask wearing is required in some group settings. A standard criminal background check is also required and must be cl

The Shepherd's Center is committed to diversity, equity and inclusion, and is an equal opportunity employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, age, sex or gender, gender identity or gender expression, sexual orientation, marital status, military service or veteran status.

## **How to Apply**

Apply by submitting your resume and a cover letter describing why you are interested in this role to Betsy Solomon ([bsolomon@shepherdscenter-wk.org](mailto:bsolomon@shepherdscenter-wk.org)).