

Meals on Wheels by ACC
7375 Park City Drive
Sacramento CA 95831
December 15, 2015

Position Available: Special Projects Assistant (Temporary, part-time)

Meals on Wheels by ACC (MoW), a not-for-profit organization formed to promote the general welfare and to enhance the quality of life for older adults in our community by identifying, developing, and providing culturally sensitive nutrition services and related activities associated with this goal, is searching for a temporary Special Projects Assistant. MoW was formed by ACC Senior Services primarily to operate the Older Americans Act congregate and home delivered meal program in the County of Sacramento.

Under direction of the Program Director, the Special Projects Assistant is responsible for the completion of assigned projects on time and within budget. The ideal candidate will enjoy working in a fast paced environment, can manage competing priorities and constituents, and can work efficiently under deadlines.

JOB FUNCTIONS:

- Organizes the team working on the special project within the organization. This includes assuming assigned tasks, assigning and coordinating other tasks with team members, organizing meetings, and monitoring the status of the project to completion.
- Collects, organizes and documents data and transactions per project requirements.
- Conducts research and cost analyses or directs other team members to conduct such research to meet project specifications.
- Coordinates the team to ensure that the project is completed on time and within budget;
- Develops recommendations and implements recommendations upon approval.
- Reports to Program Manager on the progress of the project.
- Maintains schedules, files and records of the project.
- Assures communication and close working relations between MoW staff, volunteers, and management.
- Demonstrates proper use and knowledge of body mechanics and safety mechanics. Work may involve bending from the waist, stooping, twisting, and lifting of objects not to exceed 35 pounds (except with the use of appropriate equipment). Compliance with all OSHA (Occupational Safety and Health Act) regulations is required.
- Demonstrates compliance with MoW policies, procedures and standards.
- Performs other tasks as assigned.

POSITION REQUIREMENTS

- A Bachelor's degree or three-five years of related experience.
- Detail oriented and strong follow-through skills;
- Ability to take initiative, prioritize tasks, and work independently;
- Effective supervisory, managerial, and interpersonal skills;
- Effective verbal and written communication skills to interact with all levels of management, other employees and organizations;
- Excellent computer skills including Microsoft Office; especially Outlook, Word and Excel;
- Demonstrated flexibility, maturity, and ability to juggle competing priorities;
- Willing to work evenings or weekends when needed; and
- Availability for periodic travel. Have current valid California driver's license, auto insurance and acceptable DMV record.

To Apply: Please send letter of interest and resume to Meals on Wheels by ACC, 7375 Park City Drive, Sacramento, CA 95831, ATTN: David Morikawa, or email to Twaterford@accsv.org . Please visit www.mowsac.org for further information. All applications accepted until position is filled. Equal Employment Opportunity Employer.