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* Deceased

JOB DESCRIPTION OFFICE MANAGER/ADMINISTRATIVE ASSISTANT

Background:

The Center for Advocacy for the Rights and Interests of the Elderly (CARIE) is a nonprofit organization, based in Philadelphia, dedicated to improving the quality of life for vulnerable older adults. CARIE was founded in 1977 primarily as an advocacy organization for the frail elderly. CARIE is recognized throughout the region and the country as a resource for a wide range of people and institutions seeking to resolve elder care issues. CARIE currently employs 18 people with an annual budget of about \$1,300,000. The work environment is best described as ambitious, congenial and flexible.

Position:

This position requires a highly organized individual who can prioritize well, and handle a wide range of responsibilities. The Office Manager/Administrative Assistant has responsibility for a full range of activities, including procurement, Board support, administrative tasks and overall daily office operations supervision.

Duties and Responsibilities:

- Oversee daily office operations including network operations;
- Work with outside contractors, vendors, etc;
- Administer payroll, time sheets and other functions;
- Provide administrative support for CARIE programs, including Senior Medicare Patrol and Providing Advocacy for the Victimized Elderly (PAVE);
- Oversee acquisitions including equipment, maintenance, and services;
- Coordinate and schedule both on-site and web-based staff meetings;
- Assist in the coordination and scheduling of statewide training sessions for volunteers and partners;
- Maintain and update project resource materials;
- Assist with mailings;
- Database entry;
- Support staff, volunteers and consumers as needed;
- Support work of Board of Directors and its committees;
- Attend staff meetings, appropriate community meetings and training sessions; and
- Other related duties as assigned.

Educational/Experience/Skill Requirements:

- Bachelors level degree preferred, but relevant work experience will be considered
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office
- Highly organized
- Interest in working in a fast-paced, dynamic and ever-changing environment



Center for Advocacy for the Rights and Interests of the Elderly
100 South Broad Street, 1500 Land Title Building Philadelphia, PA 19110-1088
T: 215.545.5728 F: 215.545.5372 W: www.carie.org



Required Screening:

- Criminal Background Check
- Professional References

Physical and Mental Demands:

- Must work well under pressure and have the ability to be creative and analytical.
- Must be able to operate office equipment including but not limited to computer, telephone, fax, copier; move freely around the office; sit or stand at a desk and telephone for long periods of time; communicate in person, and over the telephone, with individuals and groups.
- This position may require work outside of normal office hours.
- Lifting of 10-20 pounds may be necessary.

Compensation:

- Competitive salary, excellent benefits, and out-of-pocket expense reimbursement for expenses related to the job. This position is exempt from overtime compensation.

Contact Information:

Please mail cover letter, resume and salary requirements to:

CARIE

Attention: David Rosenberg

100 South Broad Street, Suite 1500

Philadelphia, PA 19110

Or e-mail to:

rosenberg@carie.org

No calls please.

CARIE is an Equal Opportunity Employer.

For more information, go to www.carie.org.

10/11