



DETROIT AREA AGENCY ON AGING

POSITIONS AVAILABLE

TITLE:	Information and Assistance Resource Specialist
REQUIREMENTS:	<p>Full time position available for an individual with prior experience with developing resources and maintaining an Information and Referral resource database. Experience managing an online searchable database for the public preferred. Experience in working with senior populations and with people with disabilities preferred. Good verbal and written communication skills. Excellent customer service skills. Alliance of Information and Referral Systems (AIRS) certification preferred. Proficiency in Microsoft Office 2010, particularly Excel, and other database programming. Competent in utilizing software applications and ability to manipulate data in those applications.</p> <p><i>The Detroit Area Agency on Aging is committed not to discriminate against any employee or applicant for employment, training, education or apprenticeship with respect to his/her hire, promotion, job assignment, tenure, terms, conditions or privileges or employment because of religion, race, color, national origin, age, sex, height, weight, familial status, marital status, creed or handicap.</i></p>
SUBMIT:	A resume and cover letter
CONTACT:	Human Resources Manager
ADDRESS:	1333 Brewery Pk Blvd, Suite 200 Detroit, MI 48207
CLOSING DATE:	February 29, 2012