



Position Title: Community Engagement & Operations Assistant

Reports To: Executive Director

Status: Part-Time (32 hours/week)

Location: Seniors West of the Tetons-*in person position*

Salary Range: \$50,000 – \$54,000 annually, commensurate with experience
(benefits include a medical stipend and 401k contribution)

Position Overview

Seniors West of the Tetons is seeking a personable, dependable, and detail oriented individual to serve as the welcoming face of our active senior center. The Community Engagement & Operations Assistant is both senior interfacing and behind-the-scenes operations. From managing daily lunch check-ins and member interactions to assisting with social media and transportation duties, this position is ideal for someone who enjoys variety, takes initiative, and has a passion for working with older adults.

Key Responsibilities

- Greet members and guests; serve as the first point of contact at the center.
- Oversee daily lunch check-ins and manage meal payments.
- Answer phones and direct inquiries to appropriate staff.
- Assist with planning and coordinating activities, outings, and special events.
- Assist with setup, breakdown, and reconfiguration of the dining room and equipment for meals, programs, and fitness classes.
- Attend and provide support at special events and programs as needed.
- Accompany seniors on occasional excursions and drive the center van.

- Track and manage the check-out process for medical equipment.
 - Organize paperwork and maintain accurate participation records.
 - Support website updates and digital communications including weekly mailchimp newsletter
 - Assist with content creation and scheduling for social media (e.g., Facebook, Instagram).
 - Provide administrative support to the Executive Director and Operations Director.
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Qualifications

- Experience working with seniors or in a guest service role essential.
 - Friendly and professional demeanor with excellent organization and communication skills.
 - Proficient in basic computer skills (email, website edits, social media).
 - Valid driver's license and clean driving record required.
 - Ability to lift up to 30 lbs and safely move tables, chairs, and light equipment as part of room setup and breakdown.
 - Flexible, team-oriented, and able to multitask.
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Schedule & Compensation

- 32 hours per week (schedule to be determined with Executive Director).
 - Salary range: **\$50,000 – \$54,000 annually**, commensurate with experience.
 - Includes a **medical insurance stipend and 401 k contribution**
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TO APPLY:

Please send cover letter, resume and 3 references to: SWOT@tetonseniors.com