



JOB OPENING: Program Support Specialist

Bloomington/Eden Prairie Meals on Wheels

8400 France Avenue South, Bloomington, MN 55431

952.835.1665 blepmn@gmail.com

Job Title: Program Support Specialist

Reports to: Program Director

Part time 20-25 hours per week

Are you someone who feels that being of service to others is fulfilling? Are you searching for a position that truly matters? We are seeking to hire someone with these values.

Meals on Wheels operates in virtually every community in America to address hunger and isolation.

We provide nutritious and delicious home-delivered meals and foster independence for seniors and people with disabilities.

Summary of this position: Coordinate and execute program operations to ensure the most successful and effective service to all program constituents.

Snapshot of essential duties and responsibilities: Perform daily office tasks, communicate with clients and volunteers, coordinate successful daily delivery of meals, build positive relationships with clients/families/ volunteers/ vendors/various other programs, assist Program Director as needed.

Qualifications: Must be reliable and dependable, flexible, patient, self-directed, organized, detail oriented, experience with QuickBooks and Microsoft Excel and Word, enjoy working with a small team that makes a BIG difference.

If you are interested in being part of this amazing organization that works hard every day to bring joy to others let us know! Send your resume and cover letter to: Wendy Vossen

wendy.mealsonwheels@gmail.com or blepmn@gmail.com

