

---

609 E. Main Street Suite 11, Endicott NY 13760  
Phone: 607.722.1251 ♦ Fax: 607.722.1293 ♦ Website: [www.ActionforOlderPersons.org](http://www.ActionforOlderPersons.org)

JOB POSTING  
**Part-time Program Specialist**

Action for Older Persons, Inc. has an immediate opening for a Program Specialist to work part-time, approximately 28 hours a week (4 days a week).

**Job Responsibilities:** General office duties include navigating the front desk reception, answering phones, making referrals, scheduling appointments, data entry, filing, copying, signing in clients, and assisting other staff and volunteers providing Medicare and Managed Long-Term Care Plan assistance in-person and by phone.

**Job Requirements:** Proficiency in Microsoft Office Suite required. Ability to operate in a fast-paced work environment, be reliable, and use problem-solving skills daily. Strong oral and written communications skills and excellent interpersonal skills are needed as well as an ability to represent the agency in a professional manner with tact and diplomacy.

An interest in working with older adults is a plus.

**Benefits:** Personal and vacation time begins on date of hire with paid holidays throughout the year.

**Hourly Rate: \$16/hr**

**Application Information:** Applicants must submit a current resume by email. No phone calls, please. Apply by Email: [sconmy@actionforoldpersons.org](mailto:sconmy@actionforoldpersons.org)

**Agency Information:** The mission of AOP is to empower individuals and families by providing unbiased information about health insurance options; advocacy; and education to promote quality of life.

Action for Older Persons, Inc. is an equal opportunity employer. It is the Agency's policy to support the principles of equal employment opportunity for all people without regard to race, color, national origin, religion, age, sex, sexual orientation, marital status, veteran status, handicap or residence in compliance with local and federal laws.