**Congregate Meal Program Coordinator**

November 2024

# Thank you for your interest in the Congregate Meal Program Coordinator position with Missoula Aging Services, a premier employer, in beautiful Missoula, Montana. This is a full-time, 40 hour per week position on our Nutrition Team. The starting wage range for this non-exempt, fully benefited position is $22.00- $23.00 per hour, depending upon experience and qualifications.

**Enjoy having your nights and weekends available to do what you like!** The Nutrition team hours are Monday through Friday between 8 AM to 5 PM. Use of a personal vehicle and travel within the Missoula community and surrounding area is required. You must maintain a valid MT driver’s license and vehicle insurance as required by MT state law.

## **Instant job satisfaction in knowing your work is making someone’s day better.** The Congregate Meal Program Coordinator is responsible for planning, implementing, and evaluating Missoula Aging Services' congregate meal program, which operates at multiple sites throughout Missoula County. This role involves working closely with community partners to ensure the program meets the nutritional needs of older adults while adhering to the standards of the Older Americans Act. The coordinator creates a welcoming atmosphere that encourages social connection, promotes health and wellness, and includes nutrition education for participants. Serving as the primary support to the Nutrition Program Manager, the coordinator oversees the program's daily operations and ensures its effective management. This position requires a high emphasis on community relations and travel within Missoula County, as well as considerable data entry, management, tracking and reporting of congregate meal data.

Additionally, candidates shall have:

1. Working knowledge of customer service management principles and practices.
2. Considerable knowledge of resources and services available in the community. General knowledge of the needs of older adults and people with disabilities.
3. General knowledge of principles and processes for providing customer services including techniques for handling difficult customers, active listening and assessing customer satisfaction.
4. Demonstrated critical thinking skills, data and database management and record keeping skills. Average skill in the use of basic mathematics to solve problems.
5. Proven skill in the use of a personal computer and common software applications such as Microsoft Office Suite and web-based outreach.
6. Considerable interpersonal skills, including oral and written communication and organizing people and things.
7. Proven analytical thinking skills and conflict management skills.
8. Demonstrated ability in accomplishing tasks and organizing people and things.
9. Ability to work independently with minimal supervision within a team based, cross functional environment.
10. Ability to successfully interact with a wide range of individuals and organizations of diverse backgrounds and viewpoints.

The preferred knowledge, skills and abilities described above are typically acquired through the completion of a relevant associate’s degree (e.g., Nutrition, Human Services, Community Health or Social Services) and three (3) years of relevant experience *OR* a suitable combination of education and experience. Volunteer work may be considered in evaluating work experience.

Qualified candidates must submit a **cover letter and resume** to be considered.

**For more information or to apply directly:**

Visit the Missoula Aging Services website – <https://missoulaagingservices.org>

* Click on “About Us - Careers” (top of page)

Submit your cover letter and resume to [hr@missoulaagingservices.org](mailto:hr@missoulaagingservices.org)

**Benefits:**

* Missoula Aging Services is part of Missoula County’s benefits plan, providing excellent health, dental, vision, group life & long-term disability insurance (available first of the month following 60 days after hire).
* Paid Time Off, Holidays & Paid Extended Leave
* Retirement (with employer contributions at one year of service)
* Employee Assistance Program (EAP)
* HSA/Flex
* Wellness Plan
* Flexible Scheduling

Missoula Aging Services is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital status, sexual orientation or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status. Please advise us if accommodation is needed to participate in the application or interview process.

**MISSION**

Missoula Aging Services promotes the independence, dignity, and health of older adults and those who care for them.

## **VISION**

Missoula Aging Services is the voice of older adults. We provide programs and services in our communities, empowering people to age with confidence and without fear.

**VALUES**

**To make our mission and vision a reality, we practice the following:**

* In working with each other and the community, we follow our Guiding Principles and core values which are Integrity, Communication, Accountability, Respect and Safety.

**To support our mission:**

* We are person-centered in working with our clients.
* We respect a person’s autonomy within their capacity to remain independent.
* We believe that diversified funding creates a healthy and sustainable organization.
* We recognize the value of services we provide to aging adults, to veterans and to people with disabilities.
* We determine what and when services should be fee for service based on established criteria.
* We listen first. We believe that hearing from the people guides our direction.
* We are inclusive and non-partisan, listening to the minority and the majority.
* We are respectful in our communication and our behaviors – individually and collectively.
* We recognize that lack of awareness can lead to underserved aging adults.
* We believe that collaborative strategies can result in effective and efficient efforts and partnerships.
* We believe that volunteering provides a positive experience for the volunteers and those we serve.
* We honor and value our volunteers, respect their wisdom, experience, and engagement.
* MAS volunteers and clients are excited, enriched and valued through community service opportunities.

**DIVERSITY STATEMENT**

Missoula Aging Services welcomes and values all persons and embraces diversity among our staff, clients, and others whom we serve. We are committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.