



## **Linking Seniors & Services since 1974**

PAA is currently seeking an Executive Assistant to coordinate and perform administrative functions to assist and support the CEO and serve as the client services database administrator for the organization.

Successful candidates will possess a thorough knowledge of standard office practices and procedures, ability to read, write and speak business English, ability to establish and maintain effective working relationships with the CEO, Board members, executive level staff, government officials, community leaders, political representatives, and the general public, proficiency with Microsoft Office programs, ability to plan, layout, and prepare complex reports, ability to record and prepare minutes of Boards of Directors and Advisory Council, and the ability to use discretion and judgment in the possession of confidential information.

Required Education: Any combination of education and experience equivalent to graduation from an accredited college or university with work experience in information technology, business administration, or related field, and extensive experience in administrative management.

Individuals age 60+ and persons with disabilities encouraged to apply.

Full Time + Benefits

Drug free workplace, Senior Friendly Workplace, AA/EOE

Please send resumes with three references and salary requirements to [cfo@paainc.org](mailto:cfo@paainc.org).