

December 6, 2021

Meals on Wheels Nutrition Services Deputy Director

Internal/External Posting

Meals on Wheels is accepting applications for a full-time fun and energetic team leader who enjoys a constant variety of tasks. The ideal candidate will enjoy working with people, leading projects, organizing events, helping with hands-on program & facility projects, working with seniors, managing staff, writing grants and other communications, and interfacing with donors and volunteers. The ideal candidate should embrace our agency's mission of helping seniors live independently as long as possible. *(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class).*

- Computer competency of basic programs including Excel, Word, Power Point, and Publisher
- Excellent interpersonal written & verbal communication skills
- Ability to work both independently and collaboratively as a member of a team
- Ability to represent Meals on Wheels with tact, diplomacy, and professionalism
- Ability to demonstrate respect and sensitivity to the needs of diverse individuals from all backgrounds
- Ability to adapt
- Perform other job-related duties as assigned.

Qualifications

Minimum Qualifications:

- Required to provide proof of valid Washington State driver's license and the ability to travel using an insured personal and/or company vehicle.
- Acceptable criminal history background check
- Acceptable driving record

- A four-year degree is preferred.
- Spanish bilingual/bi-literate is preferred.

For a detailed job description & application visit <https://www.seniorliferesources.org/careers>

Application:

An SLR application is required. Resumes will not be accepted in lieu of an official application but may be attached as supplemental information.

Open until filled. First consideration will be given to applications received by Friday, December 10, 2021, at 5:00 pm.

Senior Life Resources is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, religion, national origin, marital status, disability, or any other basis prohibited by federal, state, or local law.