

**At Home In Darien  
Office Assistant**

**Job Description**

We are a small non-profit organization that aims to help Darien seniors live independently, comfortably and with dignity in their own homes as long as possible, including providing door-to-door transportation for seniors and the physically disabled.

The Office Assistant job is part-time, approximately 16 hours per week (1 day a week 9am to 4pm, and 3 days per week 1:00pm to 4:00pm). No benefits are provided. Ideally we would like someone who could be flexible to work additional hours occasionally, as needed. This is a part-time employment opportunity.

**Overall Responsibilities**

The Office Assistant reports to the Executive Director and is responsible for general office duties of the organization including: responding to inquiries from the public and scheduling transportation.

**Qualifications**

The Office Assistant should be committed to the well-being of seniors and possess the following skills and characteristics:

- Friendly and patient, interacts well with others and eager to provide assistance.
- Pleasant phone manner, calm demeanor and good judgment.
- Good computer skills and ability to learn and use our dispatch program.
- Strong organizational skills and ability to multi-task.
- Ability to work independently.
- Trustworthy and able to demonstrate a history of professionalism with a proven track record.

Please contact Gina at 203-655-2227 or [gina@athomeindarien.org](mailto:gina@athomeindarien.org)