38 for all inquiries

Position Available: Trip Coordinator

Do you love to travel and have experience coordinating travel arrangements? Do you enjoy working with older adults? Part-time help (12-18 hours per week) needed in our Lyndhurst office to coordinate single day (10-15 per year) and multi-day (2 per year) group trips to cultural, entertainment and educational destinations. Position will require working from office to answer general calls, taking registrations and coordinating travel. Employee will be expected to travel with group. Requirements for the position include experience with group travel arrangements, ability to use internet, create basic excel spreadsheets and word documents, email, fax and cell phone. Reliable transportation is a must. Interaction with the public is a key component of the position and the successful applicant will demonstrate strong interpersonal skills and sensitivity to the aging. A resume and cover letter may be sent to contactus@communitypartnershiponaging.org or 1370 Victory Drive, South Euclid, OH 44121. EEO/AA/Drug-free employer.

216-650-4029 no later than Feb. 5.

SAVE THE DATE!

Attention Baby Boomers!

Community Partnership on Aging is looking for