

The Council on Aging & Human Services is seeking a reliable, full-time professional to join our COAST Transportation team. Work hours are Monday through Friday, 8:00am-4:30pm.

Minimum requirements include:

- Intermediate computer skills.
- Expertise at multitasking.
- Experience dealing with a diverse population on the phone and in person.

After training, this position would assist with:

- Dispatching for COAST Transportation.
- Data entry.
- Taking ride requests and handling multiple phone lines.
- Other duties as assigned.

Positive attitude and patience are a bonus!

This position is full-time, benefit eligible.

Also preferred is a valid driver's license and clean driving record. If interested, please fill out application at www.coacolfax.org/open-positions and [return to pcollinscoa@gmail.com](mailto:pcollinscoa@gmail.com).

The Council on Aging/COAST Transportation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.