



CULLMAN COUNTY COMMISSION VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
NON-EXEMPT POSITION	2/22/2023	POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)
JOB TITLE	EVENTS & SPECIAL PROJECTS COORDINATOR	
DEPARTMENT	COMMISSION ON AGING	
STATUS	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal	
PAY GRADE	Grade C5, Step TBA (based on skills and experience)	
POSITION DESCRIPTION	<p>The employee will coordinate and oversee projects, events and activities for all full-time senior centers. In addition, the employee performs general clerical duties including typing, filing, data entry and record keeping. Provides Medicare counseling and assists client with MSP, AESAP and LIS applications. Coordinates and helps with all COA sponsored events and other duties as required.</p>	
REQUIREMENTS FOR POSITION	<ul style="list-style-type: none"> • Ability to proficiently learn Medicare Part D comparisons for customers. • Must have reading skills to comprehend computer manuals, regulations, directions and reports. • Must have writing skills to neatly prepare various reports, posters, lists and forms. • Ability to communicate effectively with supervisor, co-workers, program participates, volunteers, and the general public. • Ability to perform marketing for COA at Community Events and on social media. • Must have math skills to maintain program statistics and process outgoing mail. • Data entry skills to accurately and quickly enter data into the computer system. • Ability to obtain financial sponsorship for COA events by meeting with merchants in the community. • Must be able to work non-traditional hours as needed. • Must possess a valid Alabama driver's license and have a driving record that meets standards set by the county's insurance carrier. • Ability to obtain certification in State Health Insurance (Assistant) Program (SHIP), if required. 	
EDUCATION	<p>Possession of a high school diploma or equivalent and 1 year work related experience preferred; however, any combination of education and work experience which provides the characteristics listed will be considered.</p>	
HOW TO APPLY	<p>Employment applications are available on our website at www.co.cullman.al.us , or from the Personnel Department at the County Courthouse, 500 2nd Ave SW-Room 109, Cullman, AL 35055.</p> <p>Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or:</p> <p style="text-align: center;">Mailed to: 500 2nd Ave SW, Cullman, AL 35055 Emailed to: personnel@co.cullman.al.us Faxed to: (256) 775-4670 The Personnel Department may be contacted at (256) 775-4891</p>	

Cullman County Commission is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability or any other protected status.