

**UAACOG  
In House  
Employment Announcement**

**Announcement Date: 3-20-2023**

**Position Title: Reception / Data Entry**

**Program: AAA**

**Contact Person: Tom McConaghy**

**Hours: Full time M-F 8:00am – 4:30pm**

**Salary and applicable benefits: Position starts at \$18.50 per hour Includes group health insurance, 5% 457 match after 1 year, group dental and vision, life insurance, an optional cafeteria plan, paid time off, holiday pay, and sick leave.**

**Closing Date: April 7<sup>th</sup> or until filled**

**Position Description: Duties include receiving phone calls and walk-in clients, providing information and assistance to our Senior clients, assistance to staff members, mail handling, and general office duties.**

**Requirements: Must be a proven problem solver, have excellent communication skills, both written and verbal and possess a strong desire to work directly with elderly population. Must be proficient in Microsoft Windows environment. Must successfully complete a CBI background check and possess a valid Colorado driver's license and vehicle insurance.**

Applications and complete job description can be picked up at the UAACOG office at 3224 Independence Road, Canon City or at the Salida Office located at 139 E 3<sup>rd</sup>, Salida, CO.

The Upper Arkansas Area Council of Governments is an equal opportunity employer.