



POSITION DESCRIPTION

Job Title: Senior Satellite Coordinator

Reports to: Senior Satellite Manager

Department: Resident Services

Classification: Regular Part-Time

FLSA Status:

Non-Exempt

Hours: 20 hours per week

Date: January 2026

ORGANIZATION SUMMARY

Claretian Associates builds community within the culturally diverse neighborhood of South Chicago by working with community leaders, residents, and organizations to provide affordable housing and related services for low-and-moderate income people, builds resident-based leadership, and serves as a catalyst in creating innovative solutions to improve the quality of life.

POSITION SUMMARY

The Senior Satellite Coordinator supports the daily operations of the Satellite Senior Center by providing front-desk coverage, administrative support, and participant engagement assistance. This role serves as the first point of contact for participants and visitors and plays a critical role in maintaining accurate program records, supporting data reporting requirements, and assisting with events and workshop coordination. The coordinator works closely with the Senior Satellite Manager to ensure a welcoming, organized, and efficient environment that promotes active participation and high-quality service delivery for senior participants.

RESPONSIBILITIES

- Provide front-desk coverage, including greeting participants and visitors, answering phones, responding to general inquiries, and directing individuals as appropriate.
- Manage participant check-in and sign-in processes to ensure accurate daily attendance tracking.
- Maintain and update daily attendance records, activity logs, and other required program documentation.
- Assist with food service management, including tracking meal counts, supporting food distribution, and maintaining related records in compliance with funder and program requirements.

- Support data collection and basic reporting functions, including compiling attendance data, activity summaries, and monthly logs.
- Assist the Senior Satellite Manager with coordination of workshops, special events, and program activities, including room setup, participant registration, and follow-up.
- Support outreach and participant engagement efforts to encourage consistent attendance and participation.
- Maintain organized electronic and paper filing systems for program records and reports.
- Use Microsoft Office applications (Word, Excel, Outlook) and internet-based platforms for data entry, communication, and reporting.
- Provide general administrative support, including calendar assistance, copying, scanning, and preparation of program materials.
- Foster a welcoming, respectful, and inclusive environment for all senior participants, staff, and visitors.
- Perform other duties as assigned to support the effective operation of the Senior Satellite Center.

QUALIFICATIONS

- High school diploma or equivalent required; associate degree or coursework in administration, social services, or a related field preferred.
- At least one year of administrative, front-desk, or community-based program support experience preferred.
- Strong administrative and organizational skills with attention to detail.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and basic internet navigation.
- Ability to accurately track data, complete logs, and maintain organized records.
- Strong interpersonal and customer service skills, with the ability to work effectively with older adults.
- Ability to work independently while also functioning as part of a team.
- Bilingual (Spanish/English) preferred.

COMPENSATION

- Part-time position (20 hours per week)
- \$16.80 to \$18.00 (pay commensurate with experience)
- Opportunities for additional hours may be available based on program needs

TO APPLY:

Submit cover letter and resume to: careers@claretianassociates.org