Transportation Coordinator - Veterans Transportation Program

*Signing Bonus - $1,040 after successful completion of 6 months of employment*

Peninsula Agency on Aging (PAA) is currently seeking an individual to serve as a Transportation Coordinator to perform entry level work coordinating transportation services for Veterans, and related administrative work, as required, for the Veterans Transportation Program. Prior experience not required and training will be provided.

Introduction
Peninsula Agency on Aging has been providing services that have enabled seniors to live independently since 1974. Our mission is to support the independence and quality of life of Peninsula residents, primarily 60 years and over, by advocating, arranging, or providing vital human services.

Core Competencies
Our staff value and model empathy and compassion, reliability, ability, respect for all, and communicating with kindness.

Key Responsibilities
As a Transportation Coordinator, you will have the important task of responding to requests for transportation services, inquires, and scheduling of appointments. You will maintain regular contact with drivers to compile feedback and program evaluation information, assist with data entry, collect records of daily Veteran transportation activities, and tabulate data.

Essential Skills and Experience
We are looking for applicants who have education and/or experience equivalent to a high school diploma. Applicants should also possess excellent written and verbal communication skills; experience in with Microsoft Office products, and the ability to manage sensitive and confidential information with integrity. Knowledge of the safe operation of passenger vehicles, the geographic area served, experience in transportation operations and/or transportation scheduling; and Virginia traffic laws is preferred.

Benefits
In addition to our highly accessible central location in Newport News, Peninsula Agency on Aging offers a competitive hourly rate, health insurance, dental, vision, vacation and sick leave, agency paid life insurance, 403b plans, and an inclusive work environment that is flexible, friendly, positive, and rewarding.

Full Time:  M-F 8:30 am – 5:00 pm - Hourly Rate:  $13.50 + benefits
Drug free workplace, Inclusive Workplace, Senior Friendly Workplace, AA/EOE
Individuals age 60+ and persons with disabilities encouraged to apply.
Please apply online at http://www.paaing.org and select “About Us” then “Employment Opportunities.”