

ESKATON
LIVABLE DESIGN REPRESENTATIVE (UNIVERSAL DESIGN)
ESKATON CORPORATE SUPPORT CENTER

DEPARTMENT: Research and Strategic Planning

Exempt _____ Non-exempt _____ X _____

JOB SUMMARY

Working within the Livable Design division of Eskaton, the Livable Design Representative is responsible for touring visitors through the National Demonstration Home and providing administrative and marketing support.

JOB RELATIONSHIPS

Responsible to: Director, Research and Strategic Planning

Workers supervised: None.

Interrelationships: Eskaton executives and staff, building industry, architectural firms, Eskaton business partners, community agencies and associations, and the community at large.

QUALIFICATIONS

Training and Experience:

At least three years of experience in the building industry strongly preferred. Expertise with universal design strongly preferred. Must have strong interpersonal skills and the ability to communicate well in oral and written formats. Must have a proactive and collegial attitude.

Job Knowledge:

Must be proficient in Microsoft Office applications (Word, PowerPoint, Excel and Outlook).

PHYSICAL EFFORT AND WORKING CONDITIONS

Working conditions involve working from multiple indoor locations, which requires driving. Work will involve walking, standing, bending from the waist, stooping, twisting, and lifting of objects not to exceed 50 pounds. Travel is required.