



Aging Projects Coordinator

Diane Cox
Executive Director

**Member
Governments**

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

Bunn
Butner
Creedmoor
Franklinton
Henderson
Kittrell
Louisburg
Macon
Middleburg
Norlina
Oxford
Roxboro
Stem
Stovall
Warrenton
Youngsville

Kerr-Tar Area Agency on Aging seeks an Aging Projects Coordinator to join our team serving older adults and their families in the five county region of Franklin, Granville, Person, Vance, and Warren counties. Two main projects assigned are: Vaccine Outreach and Covid related supports. The Vaccine Outreach portion will involve educating the public and engaging with community partners and state-wide resources to promote Covid vaccination. The Covid related supports work will involve identifying and coordinating distribution of various pandemic-related resources, such as food and health/safety equipment through our network of community organizations. All work involves extensive communication with older adults, groups and community based organizations that serve this population. Local travel required.

Must be able to work independently, manage multiple concurrent tasks and priorities, possess excellent decision-making abilities, problem-solving and organizational skills, as well as written and verbal communications skills, interpersonal skills, critical thinking and analytical abilities.

This position is funded through grants, with funding anticipated through September 30, 2022. This position is therefore temporary in nature, with a possibility of longer-term employment depending on grant funding and department need. Salary will be based on education and experience, with standard state employment benefits included.

Graduation from a four-year college or university with a degree in human services, psychology, gerontology, counseling, social work, or related field, or an equivalent combination of education and experience is preferred. An associate's degree and two years' experience with client/public contact, social services, health care, or an equivalent combination of education and experience is acceptable. Experience with event planning, health care systems, social services, community-based services, public health and behavioral health systems is a plus.

Please submit a cover letter, resume, and references to Director, Area Agency on Aging at info@kerrtarco.org no later than October 10. Mailing application materials is acceptable: PO Box 709, Henderson, NC 27536. No calls please. Kerr-Tar Regional Council of Governments is an Equal Opportunity Employer.