

JOB ANNOUNCEMENT

Aging Program Associate (full-time)

Triangle J Council of Governments, Durham, NC

hiring rate \$28,699 - salary range \$28,699 to \$45,919

Do you enjoy assisting others, coordinating events, and working with a team?

Triangle J Council of Governments seeks a highly detail-oriented and motivated Aging Program Associate to join a dynamic team of professionals dedicated to promoting the highest level of well-being of older adults and their caregivers in a seven county region.

This position is full-time and is non-exempt at 37.5 hours per week. The work schedule is Monday-Friday from 8:30 a.m. until 5:00 p.m. Excellent benefits package includes vacation, sick, and holiday leave; health, dental, vision and short-term disability insurance; employee assistance program; and membership in the Local Government Employee's Retirement System and NC 401(k) Supplemental Retirement Plan.

Description of Work

The successful candidate will perform a variety of administrative, data management, meeting planning and staff support activities. The program associate will respond to information requests, arrange and coordinate meetings and events; provide support to assigned committees, including recording and distributing accurate minutes; collect information; update databases and other pertinent records; and assist with assigned projects or programs. The program associate will have frequent contact with the public.

The program associate will serve as the primary staff support for the TJCOG Area Agency on Aging. Visit <http://www.tjco.org/aging-services.aspx> for information on some of the programs on which the program associate may be working.

Knowledge, Skills and Abilities

- Excellent organizational skills and the ability to work independently within the framework of general policy guidance to support a team of busy professionals in the field of aging and long-term care.
- Working knowledge of the long-term care system and of aging services is necessary, along with general knowledge about the needs of aging adults, adults with disabilities and family caregivers.
- Excellent communication skills are required in order to provide a high level of customer service.
- Ability to multi-task and work in a dynamic, fast-paced environment.

- Advanced knowledge of Microsoft Office, Adobe Acrobat and general office equipment is needed.
- Experience using Constant Contact or online publishing with Content Management Systems is helpful.

Training and Experience

Required: An associate's degree with at least 2 years of experience in a related human services field.

Preferred: .A bachelor's degree with some experience in a related human services field.

Or: An equivalent combination of education and experience may be considered.

How to Apply

1. Download TJCOG employment application at: <http://www.tjcog.org/employment-opportunities.aspx>
2. Send completed application package (cover letter, completed application and resume) to:
Employment – Program Associate
Triangle J Council of Governments
4307 Emperor Blvd, Suite 110
Durham, NC 27703

or by email to employment@tjcog.org with the subject Program Associate.

Closing Date: To ensure consideration, submit a completed application package by 5:00 PM on November 3, 2017. Incomplete application packages will not be considered.

TJCOG is an Equal Opportunity Employer and designated Best Workplace for Commuters.