

AGING SPECIALIST

Kerr-Tar Council of Governments (KTCOG) is seeking an enthusiastic, people-focused, detail-oriented individual for our Aging Specialist. This position is involved in almost all Aging Department activities, from teaching evidence-based classes to enrolling clients for services and helping at community events. Every day is different in this role, and there is a lot of room for creativity and initiative.

The **Aging Specialist** plays a critical role in the region's aging support work by performing outreach, oversight and administrative work within the aging department. Work includes providing direct services via partnerships with community based organizations, community outreach and education, providing information and assistance about resources for older adults, participation in community events, participating in annual Medicare enrollment, administering regional Senior Games, and administrative and programmatic support. It is a dynamic and varied position that would be an excellent fit for a person who is familiar with and enthusiastic about older adult services, and enjoys engaging with individuals and groups.

Education and Experience:

- Experience in the human services field, senior center, senior community or related area is preferred.
- Graduation from an accredited four year college or university preferable with a major in human services or related field with specific course work in gerontology and experience working with older adults. Equivalent combination of education and experience may be considered.
- Must possess critical thinking skills, the ability to work independently and with a team. Must be outgoing, curious about others, enthusiastic, resourceful. Must be organized, detail-oriented, and possess excellent written and verbal communication skills. Must be able to manage multiple competing priorities.
- Proficient in Microsoft Office: Word, Excel and PowerPoint. Ability to learn and use database to track goods and services.

Salary will be competitive and based on experience, with a hiring range of \$48,000 - \$52,000 annually. Kerr-Tar Regional Council of Governments offers a generous benefits package including paid vacation and sick leave; NC Local Government Retirement System; 401(k); health, dental, vision and life insurance; and flexible spending account.

Interested candidates should email a cover letter, resume, and three references to Diane Cox, Kerr-Tar Regional Council of Governments, at info@kerrtarco.org. Please note, only electronic application materials emailed will be accepted for this position.

Kerr-Tar Regional Council of Governments is proud to be an Equal Opportunity Employer. The Council does not discriminate on the basis of race, religion, color, sex, gender, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and organizational need.

Position is open until filled; initial review of applications will begin June 1, 2024.