



# TEXAS ASSOCIATION OF REGIONAL COUNCILS

701 Brazos Street • Suite 780 • Austin, TX 78701 • 512-478-4715 • FAX 512-275-9910 • [www.txregionalcouncil.org](http://www.txregionalcouncil.org)

## Aging Program Coordinator

**State Class No.:**B-17, Planner I

**Job Title:** Aging Program Coordinator

**FLSA:** Exempt

**Pay Group:** Classified

**Reports To:** TARC Staff

### **Summary of Position:**

This position plans and administers the daily activities of the association in relation to the Area Agencies on Aging (AAAs) under the supervision of defined TARC staff.; provides information and assistance to councils of governments (COGs) and AAAs regarding aging-related programs; and coordinates with community, state, and federal entities administering aging-related programs. Duties include but are not limited to: working with the Texas Association of Area Agencies on Aging (T4A) membership to support AAA services, representing the Association at meetings, serving on various advisory committees, applying for and managing grant-funded projects, and planning and coordination of conferences, meetings, and trainings, including the annual Aging in Texas Conference.

### **Required Skills:**

Excellent written and verbal communication skills; strong interpersonal skills; ability to establish a timeline and consistently meet deadlines; detail-oriented; ability to work in both independent and team environments; ability to communicate goals and issues in public presentations; ability to work with minimal supervision; ability to proofread documents for accuracy of content and grammar; confidence in public speaking and presentations; proficiency in Microsoft Office Suite, WordPress and Adobe Acrobat.

### **Education and Experience:**

- Master's degree in social sciences, public administration, or a related field (preferred), OR
- Bachelor's degree plus at least two years of experience in social services programs, preferably experience working with aging programs, OR
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### **Essential Duties:**

To assist both TARC and T4A in serving aging network programs with an emphasis on quality, continuous improvement, and teamwork the Aging Program Coordinator will:

- Maintain a working knowledge of aging program services and activities administered by the 28 AAAs and other state and local entities;
- Collaborate with elected officers (president, vice president and secretary – primary contact is president) of T4A to stay informed on pressing issues in the AAA network as well as aging services;

- Identify and apply for potential grant funding on behalf of TARC/T4A;
- Monitor state policies related to the aging population including developments from the Texas Legislature;
- Maintain general knowledge of the Older Americans Act and the Administration on Community Living.
- Communicate regularly with T4A and TARC membership regarding new developments and potential opportunities in aging services, coordinating conference calls and workgroups as needed;
- Regularly attend and contribute to relevant meetings and work groups, including those conducted by the Texas Health & Human Services Commission and related committees of the Texas Legislature;
- Function as the main planner for the Aging in Texas Conference, including: assisting the planning committee, organizing committee calls, negotiating vendor contracts, conducting site visits, developing and distributing conference-related emails for potential attendees, exhibitors, and sponsors, coordinating online registration, and tracking conference expenses and revenue estimates;
- Update relevant website communications and press releases;
- Provide regular updates on coordinator activities to T4A membership and TARC Board, Executive Directors' Council, and other parties as requested;
- Provide regular updates to TARC team members in weekly staff meetings;
- All other duties as assigned by TARC Executive Director.

**Other Requirements:**

- Non-Smoker;
- Travel required locally on a regular basis and regionally on an occasional basis;
- Valid Texas driver's license or available means of transportation; and,
- Willingness to attend meetings and program-related activities in the evenings and occasionally on weekends.

**Salary:**

Competitive salary and benefits package.

To apply please submit cover letter and resume to [tarc@txregionalcouncil.org](mailto:tarc@txregionalcouncil.org). No phone calls please.