

JOB ANNOUNCEMENT

Title:

Aging Program Associate
Central Pines Regional Council
Durham, NC / Hybrid

Who We Seek:

Central Pines Regional Council is looking for a highly detail-oriented and motivated Aging Program Associate. The ideal candidate will join our dynamic team of professionals committed to enhancing the well-being of older adults and their caregivers across a seven-county region.

Description of Work:

The successful candidate will undertake a variety of tasks, including:

- **Administrative Support:** Perform administrative duties to support the team, including responding to information requests, managing data, and updating databases and records.
- **Meeting Coordination:** Arrange and coordinate meetings and events, including securing catering services, and providing logistical support.
- **Committee Assistance:** Provide support to assigned committees, including recording and distributing accurate meeting minutes.
- **Public Interaction:** Serve as the primary administrative point of contact for county community advisory committee volunteers supporting the long-term care ombudsman program.
- **Advisory Roles:** Act as the liaison for the organization's Advisory Council and the region's Senior Tar Heel Legislature representatives, offering assistance as needed.
- **Project Participation:** Assist with various assigned projects or programs, ensuring their smooth execution and completion.

This role requires frequent contact with the public and necessitates excellent organizational and communication skills.

The program associate will serve as the primary staff support for the CPRC Area Agency on Aging. Visit <https://www.centralpinesnc.gov/aging-human-services> for information on some of the programs on which the program associate may be working.

Education & Experience:

Required: An associate 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.

Starting Salary & Benefits:

Hiring range: \$38,489 - \$40,414

*This position is eligible for a 5% increase after serving a 6-month probation period.

Benefits: CPRC offers a generous benefits package including paid vacation and sick leave; NC Local Government Employees' Retirement System; 5% 401(k) employer contribution; 100% employer-paid health, dental, vision, and life insurance; health spending account, flexible spending account for child/dependent care expenses, hybrid and flexible work schedules

Our organization:

CPRC is a member-driven organization serving as a leading resource to connect communities and enhance their strategic priority outcomes through regional policy, collaboration, and technical assistance at the local, regional, and state levels. See the kind of work we do and learn read more about CPRC's vision, mission, organizational principles, core values, and strategic focus areas at www.centralpinesnc.gov.

How to Apply:

Send completed application package (cover letter and resume) by email to employment@centralpinesnc.gov with the subject Aging Program Associate.

Incomplete applications will not be considered. The position is open until filled; initial review of applications begins July 12, 2024.

All employment offers will be within the stated hiring range.

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