

JOB DESCRIPTION

TITLE: SPECIAL PROJECTS COORDINATOR

SUPERVISOR: EXECUTIVE DIRECTOR

HOURS PER WEEK: 40 hours

QUALIFICATIONS:

1. BA or BS degree in business administration, communications, gerontology, or related field, required
2. Knowledge of Medicare
3. Excellent verbal and written communication skills
4. Complete understanding of grants, budgets and contracts
5. Detail oriented
6. Ability to organize and prioritize
7. Ability to work independently
8. Ability to work with elderly, public and other staff
9. Ability to speak in public
10. Ability to multi-task and have several on-going projects
11. Ability to set goals and implement those goals
12. Valid driver's license
13. Working knowledge of Office 365

RESPONSIBILITIES:

1. Complete understanding of State and Older Americans Act programs and other projects as assigned
2. Revise and update Federal, State, and other plans as necessary
3. Monitor grants/contracts through annual assessment and monthly reports
4. Participate in End of Year reporting to State and other entities
5. Develop proposals for alternative funding sources
6. Seek grant funds from other resources
7. Prepare all written contracts/grant agreements
8. Monitor and update Policy and Procedure Manual
9. Provide assistance to Nutrition Site Coordinator in focal point development
10. Assist Executive Director with SHICK program, to include Medicare Counseling
11. Recruit SHICK volunteers
12. Conduct RFP process
13. Manage State quality review of agency programs
14. Coordinate:
 - a. Silver Haired Legislature
 - b. Older Kansans Day
 - c. Farmer's Market
15. Civil Rights Compliance officer
16. Safety Officer
17. Disaster Officer
18. Manage Phone System
19. Complete other duties as assigned by Executive Director