



NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

Employment Opportunity

JOB TITLE Special Projects Coordinator

JOB DESCRIPTION

This position will research, develop and implement innovative initiatives and programs for the Non-Metro Area Agency on Aging and Non-Metro AAA participants. Innovative initiatives and programs include but are not limited to community gardens and locally grown produce for senior centers, health education and telemedicine, transportation partnerships, and home modification and rehabilitation.

DUTIES & RESPONSIBILITIES

Duty	Percent of total
Research and design initiatives and programs for Non-Metro AAA	30%
Implement initiatives and programs for Non-Metro AAA	60%

This is a full-time, temporary position managed from the NCNEMEDD Santa Fe office. Actual work will occur in the Santa Fe office and from remote locations. Applicants may be independent contractors (with no retirement or health benefits) or temporary employees (with retirement and optional health benefits).

NCNEMEDD is seeking a self-starter, creative, highly motivated and responsible individual for Special Projects Coordinator. Advanced office skills, good project and time management, excellent communication skills and a record of developing successful and innovative projects and programs is required. Experience with senior services and/or the Aging Network is a plus.

EXAMPLES OF WORK PERFORMED

- Researches best practices and national/global models for senior services.
- Recommends and develops programs and approaches similar to the following:
 - ✓ Nutritional innovations for senior centers that meet state and federal (Older Americans Act) regulations
 - ✓ Expanded transportation options for seniors, including on-demand transportation and opportunities and partnerships with existing transit providers
 - ✓ Cost-effective in-home supports and services
 - ✓ Telemedicine and telehealth opportunities
 - ✓ Case management
 - ✓ Home retrofits, modifications and rehabilitation that enable seniors to live independently
- Develops and provides education on innovative programs and approaches, including conferences, webinars and written materials.
- Develops pilot programs intended to test an innovative program or approach.
- Assists with enrolling Non-Metro AAA participants in innovative and pilot programs.
- Coordinates effectively with federal, state and local governments and business entities.
- Provides current information to the Non-Metro AAA Director and Executive Director as necessary.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD.

QUALIFICATIONS AND SKILLS REQUIRED

- Extensive successful experience with program or project development is required. Bachelor's degree is strongly encouraged. Experience with senior services and/or the Aging Network recommended.
- Excellent written and oral communication skills.
- Strong analytical and problem-solving skills.
- Advanced office and computer skills, including MS Word, Excel and Power Point.
- Good planning, organizational and project management skills that enable meeting of deadlines.
- Ability to work under pressure.
- Ability to make good sound judgment decisions.
- Ability to assess and prioritize multiple tasks and projects.
- Ability to establish priorities.
- Knowledge of federal, state, and local regulations and policies.
- Experience with basic budgeting principles and practices.
- Maintains effective working relationships with NCNMEDD staff, contractors, and Board members.
- Demonstrates behavior that maintains the organization's credibility, integrity, and positive image in the community.

SUPERVISORY RESPONSIBILITIES

This position does not require any supervisory responsibilities.

PHYSICAL DEMANDS

This position requires basic physical demands for working in an office environment including sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

TRAINING

Training will be required on Non-Metro AAA services and programs, the Aging Network, the Older Americans Act and initiatives in the 2020-2022 Non-Metro AAA Area Plan.

DECISION-MAKING

This position requires the use of discretion and independent judgment with respect to matters of significance for the agency as well as typical decision-making responsibilities required in a day-to-day office working environment.

COMMUNICATIONS

Reports to the Area Agency on Aging Director and interacts with NCNMEDD employees and contractors, New Mexico state agencies and staff, federal agencies and staff, state and local elected officials, the public, and private and/or corporate entities.

EQUIPMENT USED

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

WORK ENVIRONMENT

This position will work in a standard, smoke-free, indoor office environment with other staff.

CONDUCT

The North Central New Mexico Economic Development District (NCNMEDD) has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative of NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

APPLICATION DETAILS

Salary commensurate with qualifications and experience. Quality benefits package includes medical, dental, vision, paid time off and PERA retirement.

Candidate selected for full-time employment must successfully complete all pre-employment requirements prior to commencing employment.

Complete NCNMEDD Employment Application online on NCNMEDD website www.ncnmedd.com. Indicate if you are applying as a temporary employee or as a contractor.

Application Deadline: Until Filled

Questions: Please contact Monica Abeita, NCNMEDD Executive Director at 505-356-9588 or monicaa@ncnmedd.com.