



Our Future Starts
With *you!*

POSITION: Special Projects Coordinator

DEPARTMENT: Albany County Department of Aging

SALARY RANGE: \$59,000 - \$66,527

WORK LOCATION: 420 Western Ave., Albany, NY 12203

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ NYS Retirement System
- ▶ Work-Life Balance
- ▶ Health, Dental, Vision and Hearing
- ▶ Tuition Reimbursement
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

Reporting directly to the Commissioner, the Special Projects Coordinator plans, coordinates, and implements strategic initiatives and special projects that support the Department's mission and goals. The position conducts research, evaluates programs, analyzes federal and state regulations, prepares reports and recommendations, and monitors project progress to improve services for older adults and caregivers.

KEY RESPONSIBILITIES:

- Coordinate and manage special projects and strategic initiatives.
- Research and analyze policies, regulations, and best practices.
- Develop reports, presentations, and recommendations.
- Monitor project timelines, deliverables, and outcomes.
- Assist with strategic planning, program development, and continuous improvement.
- Collect and analyze program data to support decision-making.
- Coordinate meetings and collaborate with staff and community partners.
- Provide technical assistance and perform related duties as assigned.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with at least a Bachelor's degree; OR,
- B. Completion of at least sixty (60) college credits at an accredited college or university and two (2) years of experience in the analysis, monitoring and evaluation of programs for older adults and/or contracts related to older adults.

SPECIAL REQUIREMENT:

Possession of a valid NYS driver's license at time of appointment and throughout employment.

