



**Health and Human Services Project Coordinator  
Aging Action Initiative for Marin County**

**The Aging Action Initiative**

The Marin County Board of Supervisors has directed Marin County Aging and Adult Services to create an Aging Action Initiative that will make recommendations for policy changes and program improvements to better serve Marin’s aging population. An initial document, prepared for Aging and Adults Services, outlined the five areas of immediate needs to address in the Aging Action Initiative, including mental health, dementia, care coordination, nutrition, and the “eligibility gap.” A steering committee has provided guidance for the AAI process, which will include work teams of stakeholders, community activists, and experts to make more specific recommendations and periodic convenings to address the five areas of need. In addition, the process was developed as a way to build consensus, commitment, and leadership among the organizations, agencies, cities, and other entities in Marin County to address issues and serve older adults in Marin in a way that creates real impact and measureable results.

**Job Description**

Under direction of Aging and Adult Services, the position will be responsible for the administrative, outreach, and operational activities to further the Aging Action Initiative. The position will provide facilitation and support to work groups established under the Aging Action Initiative to plan, create consensus, and move toward successful completion of the work group objectives. This would include recruitment of work group members, creating schedules and attending work group meetings, coordinating data-gathering and research and provide guidance to ensure that objectives are being met in a timely manner. The position will include planning, administering and facilitating meetings of any overarching council or collaboration, if appropriate.

The position may involve liaison with County agencies, local nonprofits, cities, communities, foundations and funders, and other entities in Marin that support and promote the Aging Action Initiative.

**Typical Tasks:**

- Facilitates, coordinates and convenes work groups and stakeholders to develop effective strategies to achieve the Initiative’s objectives and address systemic change
- Assists in the development of data collection tools, strategies, and methodologies for evaluation of the progress and success of the Initiative
- Researches and identifies available resources and funding sources to meet the Initiative’s objectives

- Creates, updates, and presents project reports and detailed information on current and planned Initiative objectives
- Performs other related duties as required.

The ideal candidate will have:

- Familiarity with policy and funding issues regarding older adults (seniors).
- Experience in a government, nonprofit, community organization, or corporate setting in government relations, public relations, community service, or related fields.
- Familiarity with Marin County's culture, and its health and social services sector.
- Proven ability to facilitate meetings and provide liaison with community, government, funders, corporations, and non-profits.
- Ability to gather data and produce reports, outreach materials, and policy documents and present them in written or oral form.
- Initiative in solving complex issues, prioritizing the work flow, and working with government officials, stakeholders, and allies to achieve success in meeting goals.
- Outgoing and professional demeanor.

**Minimum Qualifications:**

In order to qualify for this position, you must meet the minimum qualifications. Those qualifications are:

Education and experience equivalent to three years' work in community or social planning in a health and human service agency, one year of which was in a program providing administrative or analytic services directly related to the Health and Human Services Division (Aging, Health, Mental Health, Social Services) in which the vacancy occurs and which included responsibility for program planning, monitoring and evaluation that demonstrates the possession of the required knowledge and ability. A Master's degree in social work, public health, mental health, public administration or a closely related field is highly desirable.