

**DETROIT AREA AGENCY ON AGING**  
***POSITIONS AVAILABLE***

<b>TITLE:</b>	<b>Planner II</b>
<b>REQUIREMENTS:</b>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• MA degree in Public Health, Urban Planning/Studies, Social Work or Business from an accredited college or university with three years of experience in nonprofit public service.</li> <li>• <b>Experience:</b> 3+ years of experience in human service area</li> </ul> <p><b>DESCRIPTION:</b> As Planner II, you are responsible for working under the direct supervision of the Vice President of Planning and Program Development and Associate Planner within the organization. This position’s responsibilities consists of providing support to the entire agency in order to execute the development of the three-year and annual operational plans as well as the strategic plan, as assigned, as well as providing technical assistance and support to departments working to expand, enhance existing services or to create new programs, services and activities.</p> <p>Knowledge of principles and practices of providing social services to culturally diverse populations will require the following: analyzing demographic trends, community needs, and service gaps; the ability to research best practices and analyze the performance of programs and services to create, enhance or expand these community resources; having strong project management skills to handle multiple projects and deadlines as well as the ability to prepare grant proposals, conceptual models and business documents such as reports, memorandums and other analytics. Strong computer skills including MS Office and software applications commonly used in program management; demonstrated ability to interact with individuals at all levels and the display of effective written and oral communication skills are required.</p> <p><b><u>Servant leadership:</u></b>  The individual should have a willingness and desire to focus on the growth and well-being of people and the communities in which we serve. The successful candidate must have outstanding communication skills, operates with a high degree of integrity and confidentiality, be committed to excellence and innovation and a passion for DAAA’s mission &amp; vision.</p>

	<p><b>Core Competencies:</b>  This individual must be able to demonstrate strong analytical and problem-solving skills, exercise sound judgment, activities. The person should be forward-thinking and creative, with high ethical standards, and an appropriate professional image. Operate as a strategic visionary with effective communication, sound technical skills, analytical ability, good judgment and strong operational focus. Knowledgeable of Microsoft and other operational programs. Must have great inter-personal skills and be customer service oriented. Be a well-organized and self-directed individual who is a team player.</p> <p><i>The Detroit Area Agency on Aging is committed not to discriminate against any employee or applicant for employment, training, education or apprenticeship with respect to his/her hire, promotion, job assignment, tenure, terms, conditions or privileges or employment because of religion, race, color, national origin, age, sex, height, weight, familial status, marital status, creed or handicap.</i></p>
<b>SUBMIT:</b>	A resume and cover letter
<b>CONTACT:</b>	Human Resources at <a href="http://secure5.saashr.com/ta/DETA.AA.careers?CareersSearch">http://secure5.saashr.com/ta/DETA.AA.careers?CareersSearch</a>
<b>ADDRESS:</b>	1333 Brewery Pk. Blvd, Suite 200 Detroit, MI 48207
<b>CLOSING DATE:</b>	<b>November 13, 2020</b>