

DETROIT AREA AGENCY ON AGING

POSITIONS AVAILABLE

TITLE:	Executive Project Coordinator/Assistant
REQUIREMENTS:	<p>REQUIREMENTS: <i>The Executive Project Coordinator / Assistant</i> is an extension of the President/CEO to make the CEO better, faster, stronger and more effective by creating capacity to focus on the most important things. This position is exposed to an extremely wide range of responsibilities. The candidate will help drive special projects, participate in selected external meetings with clients and partners, conduct research, and lead new initiatives. The Executive Project Coordinator / Assistant is expected to maintain confidentiality when managing sensitive information, make sensitive and critical judgment calls, and serve as a sounding board to the CEO. Education: Bachelor or Master's Degree preferred.</p> <ul style="list-style-type: none"> • Assists President/CEO in oversight of Detroit Area Agency on Aging's (DAAA) Multi-Year and Strategic Plan, including monitoring the progress on goals in the plan. • Works closely with the entire DAAA executive leadership team on goal attainment and reporting to the Board of Directors. • Attends meetings with the President/CEO and complete follow-up tasks as needed. Attend meetings on behalf of the President/CEO. • Assists President/CEO with board/committee work for DAAA and other groups as needed. • Develops presentations and reports (including final material review of reports). • Manages special initiatives as assigned by the President/CEO. • Helps to set the President/CEO's strategic priorities: work with the President/CEO on DAAA operations and identifying metrics for success. • Supports DAAA Senior Leadership with the following tasks: Review and analyze internal organizational outcomes data to determine trends and gaps; Compile and analyze external regional and national data to determine policy/programmatic trends, gaps and needs; Provide analytical and writing support for national grant applications; Provide analytical and writing support for reports and publications; • Perform other duties as assigned. <p><u>Servant leadership:</u> The individual should have exceptional listening skills, high level of energy and integrity; compassion for elderly and the community as well as the staff; is centered and mature; exercises durability, adaptability, and a sense of humor. Values fun in the workplace as an integral instrument of staff motivation, and operates with a spirit of excellence.</p>

SUBMIT:	A resume and cover letter
CONTACT:	Human Resources
ADDRESS:	humanresources@daaa1a.org
CLOSING DATE:	January 28, 2020