



Network of Jewish Human Service Agencies

Older Adult Program Manager

Job Posting

The Network of Jewish Human Service Agencies is seeking a part-time Older Adult Program Manager. The Older Adult Program Manager will coordinate The Network's response to the growing needs of the older adult population served by member agencies. Nearly all Network agencies serve older adults, and this position will serve as a North American resource to strengthen agency capacity, improve service delivery, and foster collaboration and innovation in aging services. The Program Manager will oversee professional development, technical assistance, and knowledge-sharing activities across The Network, helping agencies meet the increasing demand for person-centered, trauma-informed, and sustainable older adult services.

This position reports to the Chief Practice and Learning Officer, and is part-time, working 27 hours per week. The position is grant funded for an initial three-year period and continued funding for the position is subject to The Network's resources. This position is fully remote, working eastern standard time, and may require some travel.

The Network is an international member association of more than 170 non-profit Jewish human service agencies across the U.S., Canada and Israel. Its member agencies provide a full range of human services for all people, regardless of their religious affiliation, in need of support including healthcare, career, mental health services, as well as programs for youth, families and seniors, Holocaust survivors, immigrants and refugees, persons with disabilities and caregivers.

The Network serves as the leading voice for the Jewish human service sector. As the go-to resource for advocacy, best practices, innovation and research, partnership and collaboration, The Network strengthens agencies so they can better serve their communities.

Read more about our mission, vision, core values at <http://www.networkjhsa.org/>

Responsibilities

- Coordinate and provide education, training, and technical assistance to Network member agencies serving older adults, including developing and implementing webinars, workshops, and other capacity-building opportunities.
- Lead the Older Adult Professionals affinity group(s), convening member agencies for professional development, networking, and sharing of best practices.
- Conduct a landscape analysis of member agencies' older adult programs to identify strengths, challenges, and service gaps.
- Develop and maintain online resources on The Network's members' portal with aging-related best practices, models, and educational tools.
- Identify funding opportunities and grant resources to support member agencies' older adult initiatives.

- Represent The Network on national aging coalitions and partnerships to advance advocacy and strengthen the safety net for older adults.
- Partner with Jewish Federations of North America's Center for Aging, Trauma and Holocaust Survivor Care to deliver person-centered, trauma-informed (PCTI) training opportunities.
- Assist the VP of Public Policy and Advocacy in advancing public policy priorities related to aging and older adult services.
- Serve as a subject matter expert and consultant to Network member agencies, offering guidance and expertise on program development and emerging issues in the aging sector.
- Track engagement, participation, and outcomes related to older adult initiatives and support evaluation activities led by The Network's Vice President of Operations and Innovation.
- Other duties as assigned.

Qualifications and Experience

- Proven knowledge of best practices, trends, and policies impacting older adults, caregivers, and aging services delivery systems.
- Experience designing and delivering professional development or technical assistance programs.
- Strong understanding of person-centered, trauma-informed care principles.
- Demonstrated ability to collaborate effectively with diverse stakeholders including service providers, funders, and community partners.
- Experience working within or with nonprofit, Jewish communal, or human service organizations preferred
- Ability to work independently and as part of a team in a fast-paced environment.

Skills and Competencies

- Excellent written, verbal, and interpersonal communication skills.
- Strong project management and organizational abilities.
- Ability to synthesize information, develop resources, and present complex topics in accessible ways.
- Demonstrated ability to work independently while maintaining strong collaboration across teams.
- Technologically proficient and comfortable with virtual platforms (Zoom, CRM databases, learning management systems).
- Committed to advancing the mission of The Network and strengthening the capacity of Jewish human service agencies.

Education

- A master's degree in social work, Gerontology, Public Administration, or related human services field is required. Additional training or certification in aging services, PCTI care, or nonprofit management is preferred.

Compensation:

- The salary range for this position is \$40,000 - \$50,000 for 27 hours per week.
- This position will have access to prorated paid time off and all paid holidays but will not be eligible for health, dental or vision insurance plans and will not be able to take part in the 403(b)-retirement plan.

To Apply:

- If you are interested, please send a thoughtful cover letter, and resume to HR@networkjhsa.org.
- This role is supported by grant funding; continuation of the position is contingent upon renewal or extension of that funding or other secured funding. The Network is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of the essential job functions (with or without a reasonable accommodation) or any other basis protected by federal, or applicable, state or local law.