OLD COLONY PLANNING COUNCIL

Iolando Spinola, President | Mary Waldron, Executive Director

(508) 583-1833 | 70 School Street, Brockton, MA 02301 | www.oldcolonyplanning.org

JOB DESCRIPTION - POSTING

Job Title: OCPC AAA Operations Coordinator

Reports to: AAA Administrator, OCPC Area Agency on Aging

Basic Job Function:

The AAA Operations Coordinator works with the OCPC AAA Administrator to coordinate and manage the lifecycle of Title III and related AAA operations, including respective new and existing sub-grantee operations, and special projects as needed for the OCPC Area Agency on Aging with particular focus on the needs of the South Shore region AAA communities.

Includes monitoring and compliance for sub-grantees, entering and tracking program and demographic data of ongoing grantee activity, and rendering technical assistance, both internally and in the field, as necessary. Assists with creation of Title III sub-grantee annual Service Agreement Contracts as well as updates to the Area Plan on Aging. Includes duties such as helping coordinate new sub-grantee transitions, working on Older Americans Act Performance System (OAAPS) or other reporting, and assisting with AAA, Ombudsman, or other departmental initiatives as needed. Also, includes duties such as helping coordinate new sub-grantee transitions, working on Older Americans Act Performance System (OAAPS) or other reporting, and assisting with AAA, Ombudsman, or other departmental initiatives as needed. Also, includes helping coordinate new sub-grantee transitions, working on Older Americans Act Performance System (OAAPS) or other reporting, and assisting with AAA, Ombudsman, or other departmental initiatives as needed.

Job Duties & Responsibilities:

1. Maintains a current working knowledge of AAA/ASAP regulations set by the Executive Office of Aging and Independence, also known as AGE, and with network partners such as Old Colony Elder Services (OCES), our local Council's on Aging, and Mass Aging Access.
2. Monitors, reviews, and evaluates monthly service provision reporting for Title III funded agencies to ensure compliance with federal and state AAA/ASAP regulations.
3. Shall conduct annual site visits or monitoring, virtual visits due to weather conditions or respective work schedules, to sub-grantees to deliver technical assistance, audit program outcomes, and provide quality assurance feedback.
4. Coordinates the formal development, mailing, and execution of contracts, grantee meeting schedules, minutes, and ongoing compliance communications.
5. Establishes, maintains, and manages the internal tracking systems required to input precise monthly demographic data and, when necessary, enter consumer data and follow-up information into the Aging & Disability (A&D) database according to EOAI (AGE) guidelines.
6. Partners with the AAA Administrator and OCPC's fiscal area to create and manage workflows for Title III tracking, invoicing, and financial data completion.

7. Coordinates invoicing, tracking, and collections of service provision data for sub-grantees, network, and community partners, and with other contracted affiliates, such as the *Executive Office of Aging & Independence (AGE)*, *Mass Aging Access, and USAging.*
8. Acts, along with the AAA Administrator as the primary coordinator of subcontracts, and other initiatives related to AAA operations.
9. Supports the AAA Administrator/Planner with community needs assessments, focus groups, and coalition building to address regional older adult needs.
10. Represents the agency at community events, gatherings, and field assignments to maintain professional partnerships with COAs and community agencies.
11. Supports staff in establishing internal protocols, action plans, and summaries for programmatic initiatives and projects. Represents and participates actively in relevant task forces, committees, and teams, as AAA time allows.
12. Other duties as assigned by AAA Administrator or the Executive Director.

Qualifications:

1. Excellent interpersonal oral and written communication skills. Ability to draft written reports and present technical compliance data clearly to stakeholders.
2. Proven experience in project management, contract oversight, financial tracking, or managing multi-layered compliance workflows. Experienced user of Microsoft Office suite and other web-based applications
3. Administrative experience in program design; experience in community organization.
4. Proven ability to work independently with a high degree of flexibility and judgment.
5. Bachelor's degree in human service field such as gerontology, social services, nursing, or public health, and three (3) years of related experience or commensurate/long standing life experience.
6. Working knowledge of social services and other benefits programs, their eligibility related to older adults and those with disabilities, preferred.
7. Knowledge of record-keeping practices, quality control, gathering of statistical data, and monitoring and evaluation procedures.
8. A valid Massachusetts driver’s license and a legally insured and registered motor vehicle, required. Travel is required regularly throughout the planning and services area.

This is a full-time position. The work schedule will be determined by organizational and program needs. Starting salary will be based on relevant experience, education, and skills, with an anticipated range of $60,000–$70,000 per year. Continuation of this position is contingent upon availability of funds. Applications will be reviewed as they are received. The posting will remain open until the position is filled.

Please submit a resume and/or cover letter describing qualifications and background via email to:
Mary Waldron, Executive Director
Old Colony Planning Council
Mwaldron@ocpcrpa.org

Date: November 4, 2026