



*“Working Harder To Make Aging Easier”*

**The Northeastern Illinois Area Agency on Aging is accepting applications through September 28, 2018 for the part-time position of:**

### **COMMUNITY PLANNER – HEALTH PROMOTION SPECIALIST**

Northeastern Illinois Area Agency on Aging, a well-respected and well-established non-profit agency serving older adults and their families living in the collar counties of DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry and Will is seeking a Community Planner Health Promotion Specialist. This position administers the Older Americans Act, Title III B/D evidence-based health promotion programs as described by Federal and State directives. As a member of the Community Planning staff, the Health Promotion Specialist represents the interests of the Agency on Aging and the populations it serves before all private and public entities to promote and/or protect an aging America. Primary responsibilities include:

- Completion of Master Training in evidence-based programs as assigned
- Train and monitor program leaders for evidence-based programs
- Schedule and lead evidence-based classes as needed throughout the service area
- Track evidence-based class schedules, paperwork, data collection, and leader certifications
- Prepare reports for IL Dept. on Aging, Pathways to Health, Self-Management Resource Center and other entities as required.
- Represent the agency at meetings and conferences regarding evidence-based programs.
- Develop articles and other communications regarding evidence-based programming
- Participate in planning and developing the Title III-D Health Promotion programs
- Requires regular travel within our 8 county region

The ideal candidate should have a Bachelor degree in health/wellness education, health sciences, gerontology, social services or related field, preferred. In the absence of a Bachelor degree will consider candidates with an Associate degree, high school education or equivalent, with work experience supporting required skills. Must have experience working with MS Office (Word/Excel/Publisher) and the ability to analyze data, and express oneself clearly and concisely (oral and written). This is a part-time position (22-29 hours/week) - and a flexible work environment. Position is located in our West Chicago Office. Salary is commensurate with experience, beginning at \$20 an hour. The Agency on Aging is an equal opportunity employer.

To apply send cover letter and resume to: [info@ageguide.org](mailto:info@ageguide.org)

**Attention: Executive Director**

**Requested information must be submitted electronically by Friday, September 28, 2018**



Advocacy. Action. Answers on Aging.

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Counties Served: DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry and Will