Job Description

POSITION TITLE: Information Programs Specialist

The National Center on Caregiving (NCC) at Family Caregiver Alliance (FCA) is seeking a well-organized, self-motivated professional to contribute towards the development and dissemination of information on best practices and policies in caregiver support and long-term care.

The National Center on Caregiving (NCC) stimulates development of effective policies and programs nationwide that support and sustain family and informal caregivers. A project of FCA, the NCC is a central source of information and technical assistance on caregiving and long-term care for policymakers, families, health and social service providers, media, program developers and funders.

I. Purpose

- Manage NCC’s National Technical Assistance Center and National Awards program
- Provide technical assistance to the Aging Network on research findings, caregiver support programs, and related issues
- Edit the TA Newsletter
- Supervise and respond to inquiries from family caregivers nationally
- Conduct research and write fact sheets, blogs and other reports for the NCC’s target audiences

II. Position Demands

- Master’s degree in social welfare, public health, gerontology or other related field
- At least two years of experience managing programs
- Understanding of the needs of family caregivers, support services and programs, and long-term care issues
- Strong research and analytic skills and ability to investigate a variety of issues
- Experience conducting online research
- Computer proficiency and familiarity with web-based databases
- Ability to work independently on concurrent multiple assignments and meet tight deadlines
- Strong writing and speaking skills, including the ability to translate complex ideas into clear and concise concepts and ability to communicate well on the phone
- Team Player
- Commitment to the NCC’s mission

III. Working Relationships

- Reports to NCC Director
• Works closely with other NCC staff and consultants to plan and coordinate projects and facilitate communication to meet agency goals

IV. Principal Responsibilities

Under the direction of the NCC Director:
• Manage the day-to-day operations of the National Technical Assistance Center for Caregiver Programs, which includes editing of bimonthly Newsletter, organizing online trainings, participating in conference calls, disseminating information
• Supervise and expand NCC's *Family Care Navigator* and *Innovations Clearinghouse on Family Caregiving*
• Manage NCC's annual awards program
• Supervise and respond to phone calls and emails from family caregivers and older adults across the country looking for services and resources in their communities
• Write fact sheets, blogs and other types of reports on caregiving issues
• Provide technical assistance to a variety of audiences
• Attend and present at national meetings and conferences

V. Salary and Benefits

Compensation: $48,000 - $55,000. FCA provides a competitive package of benefits.

VI. To Apply

Email cover letter and resume to jobs180@caregiver.org. Write Information Programs Specialist in the subject line. Applications will be accepted until the position is filled.

Family Caregiver Alliance is an Equal Opportunity Employer