

Connecticut General Assembly
JOB OPPORTUNITY
Special Projects Coordinator

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Open To: The Public
Location: Hartford
Hours: Full-Time
Salary: Starting salary of \$70,773
Closing Date: September 27, 2013

General Knowledge:

The Legislative Commission on Aging is a nonpartisan, public policy office of the Connecticut General Assembly. Our mission is to improve the quality of life for older adults of today and tomorrow and to help prepare our state and municipalities for a rapidly growing aging population. The Special Projects Coordinator works with the Executive Director to improve the quality of life for present and future older adults in Connecticut and in doing so furthering the priorities and upholding the values of the CoA.

Preferred Skills and Ability:

- Maintaining a liaison between the baby boomer/older adult population of the state and the CT General Assembly (CGA) and various government agencies.
- Providing information and leadership to elected officials, non-governmental organizations and coalitions working on aging-related policy issues.
- Conducting educational and outreach activities and events intended to raise awareness of critical issues facing older adult in Connecticut and promoting responsible solutions.
- Establishing and sustaining projects and written reports mandated by the CGA or directed by the Executive Director including the "Livable Communities for All Ages" initiative.
- Capacity building via establishing and facilitating partnerships with various stakeholders, including but not limited to: municipal leaders, representatives of municipal social services, community stakeholders, planning and zoning boards and commissions, representatives of philanthropic organizations, etc.

General Experience:

- Superior interpersonal skills.
- Strong writing and analytical skills (thorough, accurate, impactful).
- Strong working knowledge of MS office (eg. Word, Excel, Power Point & Outlook).
- Strong ability to "self-start" (eg. planning, time optimization, detail orientation and prioritization, with the ability to manage multiple projects simultaneously).
- Superior ability to work closely with staff and internal and external partners (at all levels) in a fast paced and often time-sensitive environment.

Special Experience:

- Master's degree and two (2) years of relevant experience or an equivalent combination of education and work experience.
- Experience with the legislative process, strong knowledge of aging-related issues and skillful negotiation of complex issues and diverse stakeholders.

Application Instructions:

To apply, **send your resume, cover letter and brief writing sample to:**

Legislative Commission on Aging
210 Capitol Avenue
Suite 509
Hartford, CT 06106

or email documents to coa@cga.ct.gov.

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