

Aging Services Manager – Pro Action of Steuben and Yates, Inc. is seeking applicants for the position of **Aging Services Manager** to direct and provide oversight of Pro Action’s Aging Services, including: Yates County Office for the Aging and Yates NY Connects.

Essential Duties and Responsibilities: Monitor programs; follow contractual agreements, funding requirements, laws, and regulations; developing services for seniors according to State and Federal sponsor requirements; be actively involved on federal, state, and community boards, committees and associations; oversee community education including presentations and other outreach to promote programs. Responsible for preparing applications for funding and researching funding opportunities to develop, expand, or sustain programming. Act as the liaison between Pro Action and the New York State Office for the Aging and be responsible for overseeing the preparation of statistical, financial and programmatic reports.

Qualifications: A Bachelor degree in Human Services or a related field and five years of related work experience in program development, senior services, community development or working with seniors is required, along with one year of supervisory experience. An equivalent combination of education and experience acceptable to Pro Action will be considered.

To Apply: Interested applicants, please send a letter of interest, resume, and completed [employment application](#) to: Human Resources, Pro Action of Steuben and Yates, Inc., 117 E. Steuben St., Bath, NY 14810 or email to: Jobs@proactioninc.org. EOE.