

POSITION DESCRIPTION

Arrowhead Regional Development Commission

Job Title: Title 3C Intern
Division: Arrowhead Area Agency on Aging (AAAA)
Reports To: Administrative Assistant/Title 3C Grant Manager
Classification: Intern
FLSA Status: Non-exempt

Job Summary: Assist the Arrowhead Area Agency on Aging (AAAA) Team in gathering data, assessing and problem solving for regional nutrition needs in all 7 counties of the Arrowhead Region and in up to 78 congregated dining sites funded under Title 3C Older American Act legislation. Intern will participate in all phases of the planning process including assessments, stakeholder interviews, public meetings, issue identification, public input, strategy and action item recommendation development and implementation.

Primary Duties and Responsibilities:

- Based on experience, assist with writing report summaries, developing action plans, writing/formatting surveys, in person and group interviewing, data compilation and analysis.
- Assist AAAA staff with preparing for and facilitating a variety of meetings and workshops
- Assist AAAA staff in providing technical assistance to local units of government and citizen groups
- Work with AAAA to maintain compliance and provide technical assistance to Title 3C grant funded partners.

Specific tasks to be assigned include the following:

- Data collection and assessments – research, physical environment audits, funding audits, reporting methods
- Data collection and analysis – spreadsheets, infographics, charts, written reports
- Meeting facilitation – assistance with advisory committees and various steering committees and coalitions
- Presentations – internal and external
- Document generation and creation – website, charts, graphs, maps, spreadsheets
- Attend meetings with internal and state Minnesota Board on Aging and Aging Network staff
- Web content and/or social media development – creating and updating web pages, scheduling educational posts

- Internet research – seek information in support of nutrition projects and other affective models nationwide. When time allows, research innovative ideas to improve access to meals to older rural residents and introduce one strategy to improve access to nutritious food in remote areas.
- Read the reauthorized version of the Older American Act as it pertains to Title 3C Nutrition services both for congregate dining and home delivered meals.

Position Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability and physical demands required, and environmental characteristics encountered. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. Valid driver's license and good driving record required.

Education/Experience: A college student pursuing a degree in Gerontology, Nutrition, Social Work, Public Health or related field. Must be enrolled at a college or university and have the ability to register for intern credits. If registration period is closed, candidate must sign a letter of intent to register for internship credits at the next available registration period.

Competencies: Knowledge of basic planning process; proficient personal computer skills including electronic mail, word processing, routine database activity, spreadsheet, graphics, etc.; solid oral and written communication skills; self-motivated to work independently as well as collaboratively in a team environment; ability to establish priorities, identify and solve problems, and handle multiple task simultaneously; well-organized, adaptable and flexible to changing work tasks; ability to work under pressure and maintain effective interpersonal relationships by being respectful, cooperative, professional and displaying a positive attitude. Must be able to maintain data privacy and consumer confidentiality.

Language Skills: Ability to read and interpret documents such as safety rules. Ability to write routine reports and correspondence. Ability to speak effectively to the public.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands: The employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle or

feel, and reach with hands and arms. Interns are sometimes required to conduct field work which will require working outdoors, sometimes in less than ideal weather. They may be asked to assist in moving equipment from ARDC offices to various meeting sites. This requires the ability to lift up to 30 pounds. Specific vision abilities required include close vision, distance, color vision, peripheral vision, depth perception, and ability to adjust focus.

Travel: Valid driver's license and good driving record required. Position involves moderate travel within the region and occasional attendance at night meetings.

Learning Outcomes:

The AAAA interns will be working in a professional setting with staff members who have been recognized in the following areas:

- Community Development – Micro and Macro levels
- Program Development and Implementation
- Transportation
- Human Services
- Policy Development
- Advocacy
- Grant Management
- Direct Service

Interns will have the opportunity to learn and improve in the following topic and skill areas:

- Comprehensive and strategic planning processes
- Public visioning
- Meeting facilitation and coordination
- Networking and interpersonal skills
- Government agency interaction
- Consensus building
- Computer software internal and statewide networks
- Local and Statewide data collection

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

Signature

Date

April 10, 2018

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