



**National Aging and Disability Transportation Center (NADTC)  
Program Manager**

**Summary**

The National Aging and Disability Transportation Center (NADTC) is a partnership of the National Association of Area Agencies on Aging (n4a) and Easterseals, supported with funding from the Federal Transit Administration. NADTC's mission is to promote the availability and accessibility of transportation options that serve the needs of people with disabilities, older adults, caregivers and communities through: providing person-centered technical assistance and information and referral services; developing and convening training, including online learning; implementing an interactive communication and outreach strategy; investing in community solutions through administration of local grants; and engaging stakeholders.

The Program Manager position will serve as a resource on accessible community transportation addressing the needs of older adults and people with disabilities; research current program practices as well as innovative and cutting-edge approaches in accessible transportation; write and create new materials, including best practices, information briefs, social media blogs and articles, case studies and reports; plan and present online courses, workshops, webinars and other educational sessions; co-manage the request for proposals and grant administration process; provide staff supervision; and assist the Co-Director/n4a as needed with the overall management of n4a's transportation portfolio.

This position will be housed at n4a, located at 1730 Rhode Island Avenue, Suite 1200, Washington, DC 20036.

### **Duties and Responsibilities**

- Assists the Co-Director/n4a with the day-to-day management of n4a's transportation work and serves as back-up to the Co-Director/n4a as needed.
- Provides day-to-day supervision of n4a/NADTC staff.
- Develops knowledge, identifies best practices and experts, documents practices, researches and writes new publications, and incorporates new information into print, online and social media communications.
- Designs, plans and convenes online courses on selected topics.
- Assists with developing and managing a request for proposals and grant management process, including provision of technical assistance, ongoing support and oversight of grant projects and preparation of reports and other materials on the funded projects.
- Assists with conferences and special events (e.g., assisting with development of marketing materials, staffing exhibit booths, disseminating materials, planning educational sessions, making presentations).
- Performs other duties as assigned by the Co-Director, n4a.

### **Qualifications**

This position requires at least a Bachelor's Degree in the human services/aging or transportation fields plus 5 years relevant experience or a Master's Degree in the human services/aging or transportation field with 3 years relevant experience. Experience preferred in transportation, aging and/or disability services.

The requirements listed below are representative of the knowledge, abilities and skills required for this position. The National Association of Area Agencies on Aging (n4a) is

an equal employment opportunity employer and offers reasonable accommodations to individuals with disabilities.

Candidates for this position should have:

- Knowledge of transportation programs, including programs funded by the Federal Transit Administration (DOT), public transit and the range of accessible transportation services targeted to support the mobility of older adults and individuals with disabilities.
- Program management experience in transportation, aging and/or disability services, including grant management experience.
- Ability to analyze information, problem-solve, and communicate appropriately with diverse audiences.
- Ability to work collaboratively as a member of a team.
- Ability to plan and organize work, to juggle multiple tasks and to work independently.
- Excellent computer (Microsoft), web, internet and social media skills.
- Excellent oral and written communication skills.
- Availability to travel.

To apply, please send a resume, writing sample and salary requirements by October 10, 2017 to:

Virginia Dize  
Co-Director/NADTC  
National Association of Area Agencies on Aging (n4a)  
1730 Rhode Island Avenue, NW, Suite 1200  
Washington, DC 20036  
[vdize@n4a.org](mailto:vdize@n4a.org)  
Telephone: (202) 872-0888  
[www.nadtc.org](http://www.nadtc.org)  
[www.n4a.org](http://www.n4a.org)