

JOB ANNOUNCEMENT

Age-Friendly Durham Consultant

Project Description

Triangle J Council of Governments (TJCOG) is assisting Durham County Government and the City of Durham in developing a Master Aging Plan (MAP) to better prepare for the significant growth of older adults in Durham and to develop a plan that will ensure Durham is a more livable community for residents of all ages. This project will use the Orange County (NC) Department on Aging's MAP process as a model and will have five working groups develop goals, objectives, strategies, and indicators for the [World Health Organization's Eight Domains of Livability](#).

TJCOG is seeking a consultant with expertise in meeting facilitation, who will be responsible for managing the livability working groups and incorporating the results from these meetings into the development of a MAP. The MAP will be submitted for approval to the County's Board of Commissioners and ultimately submitted to AARP to meet the requirements of membership in the AARP Network of Age-Friendly Cities and Communities. Work is anticipated to begin in January 2019 and end in December 2019, with most of the livability working group meetings occurring between March and November 2019. Compensation is \$16,508 for an estimated 350 hours of work, with half provided at the beginning of the project and the balance upon successful completion of the work. An IRS W-9 form must be provided by the successful applicant.

Age-Friendly Durham Consultant Project Tasks

Task 1: Assist with recruitment of Durham MAP Steering Committee, which will consist of leadership from city and county government agencies, local health care providers, Duke University/Duke University Health System, and community-based organizations.

Task 2: Facilitate quarterly Steering Committee meetings to hear MAP progress and provide feedback to its process.

Task 3: Recruit members to the five Livability Working Groups: 1) Transportation/Outdoor Spaces, 2) Housing, 3) Social Participation/Respect & Inclusion, 4) Civic Participation & Employment, 5) Community Support and Health Services. These five working groups will also



incorporate the issues of racial equity, dementia, communication and information, intergenerational opportunities, and social isolation during their discussions on livability.

Task 4: Launch Durham MAP with a kick-off event that will include an overview of the AARP Age-Friendly process, current Durham livability data, Racial Equity Institute Groundwater presentation, and will end with a 45-60 minute breakout for the five working groups to begin brainstorming and team building.

Task 5: Facilitate Five (5) Livability Working Group Meetings:

- Meeting 1: Kickoff Event that will focus on brainstorming and team building
- Meeting 2: Draft goal statement for working groups
- Meeting 3: Finalize goal statement and draft objectives
- Meeting 4: Finalize objectives and draft strategies
- Meeting 5: Finalize strategies and draft indicators

Task 6: Develop a Durham MAP that includes goals, objectives, strategies, and indicators for the AARP Network of Age-Friendly Community Eight Domains of Livability.

Task 7: Durham Livability Celebration to showcase and share the MAP with the community and thank the steering committee and working group members.

| | Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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| Task 1: Recruit Durham MAP Steering Committee | | ■ | | | | | | | | | | | |
| Task 2: Facilitate quarterly MAP Steering Committee meetings | | | ■ | | | ■ | | ■ | | | ■ | | |
| Task 3: Recruit members for the five Livability Working Groups. | | | ■ | | | | | | | | | | |
| Task 4: Durham MAP Kick-off event | | | | ■ | | | | | | | | | |
| Task 5: Facilitate a total of five meetings for the five Livability Working Group meetings | | | | ■ | ■ | | ■ | | ■ | | ■ | | |
| Task 6: Develop a Durham MAP | | | | | | | | | | | | ■ | |
| Task 7: Durham Livability Celebration | | | | | | | | | | | | | ■ |

Knowledge, Skills, and Abilities:

- Thorough knowledge of the principles and practices of meeting and group facilitation.
- Excellent interpersonal and communication skills, both oral and written.
- Ability to establish and maintain good working relationships with individuals, groups, and private/public organizations.
- Working knowledge about the AARP Network of Age-Friendly City and Communities

certification process and familiar with the concepts of age-friendly/livable communities.

- Understanding of and commitment to continuously learn about equity, institutional and structural racism, and social determinants of health, education and life outcomes.

How to Apply

Submit a cover letter to Mary Warren (contact information below) describing your interest and relevant experience or projects by February 11, 2019. Interviews of potential candidates will be arranged after February 11, 2019.

Questions may also be submitted to Mary Warren, Area Agency on Aging Director at mwarren@tcog.org.

About TJCOG

The Triangle J Council of Governments (TJCOG) is a leader in administering, developing and facilitating regional planning projects and programs across its seven-county region which includes Chatham, Durham, Johnston, Lee, Moore, Orange and Wake counties and the municipalities within the 7-county area. TJCOG is a key player in many aspects of planning in the region that span cross-jurisdictional boundaries, including transportation investment, development/land use coordination, quality and quantity of the region's limited water resources, energy & environment, and economic development. Additionally, the organization houses the Area Agency on Aging, which oversees county aging initiatives and serves as a central source of information for older adults and their caregivers.

Job Details

Job Type: Independent Contractor

Paid: Yes

Travel Required: Yes

Contact Information: Mary K. Warren, Area Agency on Aging Director
4307 Emperor Blvd. Ste.110, Durham, NC 27703
mwarren@tcog.org or 919-558-2707.