**The National Indian Council on Aging, Inc., an equal opportunity employer, announces the following Senior Community Service Employment (SCSEP) staff position opening:**

**SCSEP Assistant Program Manager,** (One 1.0 FTE opening) Exempt position. This position will be based either at the Albuquerque, NM or Keshena, WI SCSEP office. The assistant program manager will assist with the total operations of SCSEP in an assigned region; the Central Region includes portions of the states of CO, MN, NM, ND, SD, UT, WI. The assistant program manager will perform duties related to the recruitment, enrollment, training, counseling and placement of eligible participants in the NICOA SCSEP; assist with managing project performance in relation to grant goals, provide staff and participant supervision; and assist with reporting on all aspects of the project to the NICOA SCSEP Director. The position requires a minimum of two years of college and five years relevant/verifiable experience in the areas of social services or a related field dealing with job development/training programs.  Reports to the SCSEP program manager. Travel is required. Employment is contingent on grant funding. Apply through local workforce development one-stop center and/or send resume plus three personal references to [carchibald@nicoa.org](mailto:carchibald@nicoa.org). Applications will be accepted through July 14, 2014 (Monday).