



Area Agency on Aging  
of Broward County

*Program Specialist (Quality Assurance & Compliance)*

The Area Agency on Aging of Broward County (AAABC) is a nonprofit organization serving Broward County's senior residents, age 60 or older. The AAABC plans, develops, coordinates, and evaluates programs; funds services; and is the prime Advocate for residents of Broward County, Florida, 60 years of age or older. We are your one-stop source of information regarding services in Broward County, Florida, for seniors, persons with disabilities, ages 18 and over, their families, and caregivers.

The Program Specialist is responsible for monitoring, evaluating, coordinating, providing technical assistance to and reviewing proposals from assigned governmentally and other source funded projects, including the AAABC. The Specialist is responsible for quality assurance and compliance with contracts. The Program Specialist is also responsible for assisting with fundraising for the AAABC as assigned.

The qualified candidate must have a minimum of a Bachelor's Degree from an accredited college or university or comparable job/educational experience with aging programs, mental health programs, accounting or customer service may be substituted on year by year basis. Computer skills required include the ability to write and/or to create and utilize spreadsheets. i.e., Microsoft Office Products.

Interested applicants should submit their resume via email to [jobs@adrcbroward.org](mailto:jobs@adrcbroward.org).