The National Federation of the Blind of Virginia is seeking an Employment Coordinator for its pre-employment transition Service, Project RISE.

Project RISE

Resilience, Independence, Self-advocacy, Employment

National Federation of the Blind of Virginia

### Program Description

Project RISE, (Resilience, Independence, Self-Advocacy, Employment) is a transition program, focusing on providing blind and low vision students with the skills necessary to become competitively employed. Students between the ages of 14 and 21 participate in monthly meetings during the school year, participating in workshops designed to make them more competitive in the job market. Students then engage in some kind of work experience such as a job, paid or unpaid internship, or volunteer experience during the summer months.

Project RISE is seeking an employment coordinator to secure summer work experiences for our students. You’ll help to build connections with employers in the community, matched to our students’ strengths, aptitudes and interests.

Approximate time commitment: 10 hours per week from March through August 2022.

Location: This is a telecommuting position open to anyone in the United States, although familiarity with Virginia geography, employment, and networking may be helpful.

Roles and Responsibilities

* Review existing materials and develop a strategic plan for employer recruitment/retention
* Build new relationships with employers across the state
* Document contact information and other relevant details for employers/connections of employers
* Work with mentors, staff, and students, to understand student schedules and preferences
* Pair approximately 15 students with summer experiences
* Monitor an email account Monday through Friday during normal business hours
* Track weekly progress and share updates on weekly staff calls with coordinators
* Track student employer application processes and share opportunities with all students as they become available/identified

This position reports to the Project RISE program coordinator, Ms. Brianna Murray. Compensation is commensurate with experience.

### Requirements for Personnel Contractors

All those contracted to provide services are required to go through a background check, performed by the state of Virginia.

If awarded a contract, individuals will be providing services subject to the terms outlined in the independent contract.

The compensation will be provided as a monthly stipend and excludes additional benefits of any kind.

### Next Steps

If interested, send a resume and cover letter to Brianna Murray at [rise@nfbv.org](mailto:rise@nfbv.org) by Monday February 7, 2022. Interviews will be coordinated dependent on your qualifications and experience.