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**Outreach Regional Specialist**

**Northeast Region**

The American Printing House for the Blind (APH), a world leader in creating learning solutions and pathways to success for children and adults who are blind or visually impaired, is seeking an Outreach Regional Specialist for the Northeast Region (Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, Washington D.C., West Virginia*).* Reporting to the National Director of Outreach Services, the Outreach Regional Specialist will serve as a liaison between APH, Southwest region and its territories. The Outreach Regional Specialist will create, alone and in collaboration with others, professional development opportunities for service providers in the region and to be shared in-person, by webinar or the learning management system.

***This is a remote position with preference given to candidates with residence near a major airport in New York, New Jersey, or Massachusetts.***

**MAJOR DUTIES AND RESPONSIBILITIES**

* Serves as the lead for selected APH training opportunities and exhibits as needed.
* Develops workshops and/or seminar curriculum, agendas and materials.
* Works with APH staff to develop product information strategies and create product training materials in a range of formats – videos, PowerPoints, blogs, etc. - for use by APH staff and for direct use in the field and in a variety of distance learning events.
* Provides sessions for professional development regarding APH products and services at national, regional and state conferences, including presentations to other gatherings of consumers and professionals. Represents APH at regional and national exhibits and conferences as needed.
* Learns, understands, and disseminates information on APH policies, the Federal Quota system, APH products and services, exhibit policies and procedures, and other vital information.
* Identifies, researches, and maintains extensive working knowledge of APH products for the purpose of training customers and consumers, and for developing training materials for use in-house and in the field.
* Builds and maintains relationships with service providers, Ex-Officio Trustees and individuals in the field of blindness to provide training opportunities and product availability.
* Tracks individuals in the blindness field to provide professional development on relevant topics.
* Works with Project Leaders, Customer Service staff and others to create and maintain proficiency in the development and use of APH products and services.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS**

* Bachelor’s degree in education or related field required. Strong preference given to candidate with education in the field of blindness and visual impairment.
* Verifiable experience as a presenter at workshops, conferences and seminars.
* Working knowledge of appropriate computer applications to develop a variety of product training materials for web site use, such as online webinar platforms, digital presentation software, etc. (Zoom webinar, Adobe).
* Proficient in Microsoft Office (Excel, Outlook, PowerPoint, and Word).
* Excellent attention to detail with solid written and oral communication skills.
* Strong interpersonal skills for working with APH staff of all levels, APH customers, and professionals in the field of blindness.
* Ability to work independently from a remote location with minimal daily supervision.
* Frequent travel is required (approx.6-10 days monthly).

To apply, [Click Here.](https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=69165&clientkey=37466F7380F198CC901A032728F0ABA7) If you have trouble accessing the application through Paycom, please contact Dorothy Owens at dowens@aph.org or call 502-899-2240.

**APH IS A DRUG FREE WORKPLACE. An offer of employment is conditioned upon successfully passing a drug screening test.**

All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, national origin, place of birth, religion, sex, sexual orientation, gender identity, age, disability or protected veteran status. **EOE/AA/M/F/Vet/Disability Employer**