**Supervisors:** Executive Director, Program Coordinators, and Operations Coordinator

**Status:** Full-time, 12 months, salary, non-exempt status

**GOAL**

To support families in advocating for their children with disabilities by coordinating the MPACT services delivery system including providing technical assistance and training to staff, mentors, families, and professionals; updating resource materials and training; and completing data collection and reporting.

**DESIRED QUALIFICATIONS**

* Bachelor's degree in applicable field
* Experience working with diverse populations
* Strong knowledge of IDEA, conflict resolution practices and strategies, the special education process, and disability-related systems
* Ability to enhance the collaboration of parents and school personnel, with focus on the needs and abilities of student
* Ability to work independently and collaboratively as part of a team
* Experience in public speaking, group facilitation, and networking

**MUST ALSO DEMONSTRATE**

* Excellent interpersonal and writing skills
* Excellent computer skills, with experience in internet-based information dissemination, social media, and online training
* Ability to maintain professional appearance and provide a positive company image to the public
* Willingness to advance MPACT's mission through networking, public relations, and volunteer recruitment
* Ability to travel throughout state

**ROLES AND RESPONSIBILITIES**

* Provide individual assistance and technical support for families that have children with disabilities in the form of phone, emails, material distribution, and education meeting attendance
* Provide assistance to individuals regarding educational and disability-related issues of preschool age children, school age children, and young adults with disabilities
* Recruit and retain volunteers for the Mentor Program, provide required core training curriculum, quarterly Mentor meetings, and ongoing technical support
* Work cooperatively with MPACT staff and Mentors to provide direct service to parents, youth with disabilities, and others
* Set up, market, and perform training workshops in conjunction with project and contract requirements, including registering and following up with participants
* Develop and maintain relationships with contract and project collaborating partners as well as agencies, organizations, schools, and groups located within position’s assigned area and that focus on serving underserved communities, families of children with disabilities, and youth with disabilities
* Disseminate project information, coordinate co-sponsorship of training activities and events, and participate in Regional Transition Networks (RTN)
* Give presentations to professionals and agencies that serve underserved families
* Represent MPACT and the parent perspective on boards and task forces as requested
* Coordinate the dissemination of materials and representation of MPACT at resource fairs, community events, and public awareness opportunities
* Attend all staff meetings and trainings, including weekly case meetings and monthly topic briefs
* Assist with planning and implementation of any state-wide MPACT conferences
* Participate in job performance evaluation in conjunction with training, conferences, seminars and webinars
* Participate in internal and external professional development webinars and conferences (e.g., topics related to nonprofit management, technology, education, and disability)
* Comply with required documentation and record-keeping responsibilities, including completing required evaluation activities, data collection, and recording as outlined in procedures
* Regularly assess needs, issues, and trends for position’s area in the form of any and all of the following: surveys, meetings, workgroups and collaborative input
* Ensure records on children and families are current, complete, and kept confidential
* Meet contract and project goals/activities established for this position
* Other job-related duties as assigned

**COMPENSATION**

Commensurate with experience and within project budget