

Parent Information Center Project Coordinator: 5/2017

To apply, send Resume with cover letter stating your experience with disabilities and/or the name and age of the family member with a disability to tdawson@wpic.org.

Status: Full time 12 months, salaried, exempt status. Preference (not required) for successful applicant to be based out of Casper, Cheyenne or Buffalo. Starting salary at \$40,000/per year - \$45,000 depending on experience. Employer paid retirement package of 13% and paid vacation and sick leave.

Qualifications: Preference goes to a parent or family member of a child with disabilities with personal knowledge of and experience with disabilities, IEP's, the special education process and their impact on families. Bachelor's degree in education, social services and/ or related field required. Experience in project management and staff supervision required.

Skills: Good public speaking and interpersonal communication skills. Must be detail-oriented with good writing skills, and have the ability to manage multiple priorities. Must have the ability to work independently and as a member of a team. Computer skills required with knowledge of Microsoft office software.

Successful applicant will receive some specialized training on the Individuals with Disabilities Education Act (IDEA) and family engagement, but must have the capacity and ability to absorb and understand the special education law and become familiar with material/research on their own.

Travel required: Because PIC is a statewide project, some travel (year round) across the state for meetings, trainings and supervising outreach staff is necessary. Vehicle will be provided as needed or mileage for approved travel will be reimbursed.

Basic Responsibilities/Roles: The PIC Project Coordinator's main priority is to implement the project goals, objectives and activities, and market the project across the state. Our main goals are to provide information, guidance and individual assistance to families to empower them and increase their capacity for advocating for their children and better understand the special education process.

The Project Coordinator is directly responsible to the Executive Director of PHP, who evaluates the job performance of the Project Coordinator annually.

Other responsibilities:

- Coordinate, supervise, and train Outreach Parent Liaisons (OPL)
- Provide annual performance reviews of OPL,
- Develop and maintain training and workshop curricula and other materials,
- Track and collect programmatic data for timely and accurate reporting,
- Develop grant performance reports,
- Collaborate in development of federal Parent Training & Information (PTI) grant,
- Provide individual assistance, and support to families and youth,

TOGETHER *We Make a Difference!*

**Parents Helping Parents of Wyoming, Inc.
Parent Information Center**

500 W. Lott St, STE A, Buffalo, WY 82834 (307) 684-2277
tdawson@wpic.org Visit us online at www.wpic.org

Responsibilities continued:

- Attend IEP's and IFSP's as requested by families and youth,
- Provide workshops and trainings to families,
- Manage family database/ mailing list and email distribution lists,
- Produce PIC newsletter (2 x year) and PIC e-news (monthly),
- Manage OPL to ensure accomplishment of goals,
- Collaborate with local, state, and national agencies, and network of national parent centers, and
- Provide professional development opportunities to OPL, families, educators & providers.

Equal Employment Opportunity: PHP is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability or any other status protected by state or local law.

ADA Accommodation: PHP will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in undue hardship to PHP. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits investigated.