

Job Opening: Parent Training and Information Center Outreach Family Liaison

Job Summary:

The role of the Outreach Family Liaison is to provide seamless support to families by providing pertinent information to guide and educate families in assessing choices and making decisions regarding their child with educational needs.

Outreach Liaisons will participate in the documenting and evaluation of both the quantity and quality of programming delivered to families and will represent the Montana Empowerment Center (MEC) in a professional manner.

Responsibilities:

The Outreach Family Liaison will perform the following duties with a high level of integrity, utilizing ethical communication practices, knowledge, and sensitivity when working with colleagues and our diverse client populations.

1. Provide detailed and informed presentations to families, professionals, and other relevant community members and groups.
2. Develop and update materials pertinent to the work of the project in order to support families' understanding of the education system and inclusion education.
3. In collaboration with the Project Coordinator and the Center Director, as well as other program staff, the role will review and offer improvements to educational program design, implementation, and evaluation.
4. Respond to family requests for information and content related to special education practices and how these systems relate to each families' specific circumstances and context.
5. Actively participate in inter-program and department-wide collaboration, particularly with respect to volunteerism, advocacy, and provision of services to families that receive support from multiple programs and organizations.
6. Foster and support collaborative relationships within the community to help further departmental and agency-wide goals.
7. Support a positive working environment and encourage inclusivity in all parts of the MEC.

8. Under the guidance of the Project Coordinator, this position will sit on committees, councils, and/or other governmental and/or community-related groups and boards. This role will also facilitate family member participation in such leadership opportunities.
9. Participate in outreach activities and in developing relationships with partner organizations and agencies.
10. Support the annual Family Leadership Conference.
11. Support the leadership of the department.
12. Work in collaboration with the Center Director and the Project Coordinator and staff to identify and cultivate current and potential funding sources.
13. Support departmental data tracking, monitoring, and reporting obligations.
14. Other duties as assigned by the Center Director and Board of Directors

Required Qualifications:

- Bachelor's degree in a relevant field (Social Work/Human Services, Education, Program Management, etc.) or 2 years related work experience in lieu of degree.
- 1-year experience in the non-profit sector as an employee or volunteer.
- Knowledge about disability populations and knowledge about education and about healthcare issues.
- Strong written and verbal communication skills.
- Strong customer service skills.
- Ability to set and achieve goals.
- Highly organized and able to manage multiple tasks simultaneously.
- Ability to travel locally and within the state 10-20%, with occasional overnights and long-distance travel, as necessary.
- Must have reliable transportation and a valid driver's license.
- Working knowledge of technology necessary to perform job functions (Microsoft Word, PowerPoint, and Excel).
- Willingness to learn.
- Must be adaptable and able to function effectively in an ever-changing environment.

Preferred Qualifications:

- Familiarity with databases.

- Ability to use printing and copier equipment.