

Job Opening: Parent Training and Information Center Outreach Project Coordinator

Job Summary:

The role of the Project Coordinator is to provide seamless support to families by providing pertinent information, offer guidance, and educate families in assessing choices, making decisions, and offering support regarding their child and family with educational needs.

The Project Coordinator will help oversee and participate in the documentation and evaluation of the quantity and quality of programming delivered to families. This position will represent the Montana Empowerment Center (MEC) in a professional manner.

The Project Coordinator will provide assessments, information, referrals, training, parent mentoring and problem-solving consultations for parents of children and youth with the full range of disabilities, from birth to adulthood, and the professionals who serve them.

Reports To:

The Executive Director.

Preferred Qualifications:

- Parent/caregiver of a child with disabilities or self-advocate with a disability.

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. A combination of diverse experience may be considered.
- Training, experience, or advanced degree in Business Administration, Public Administration, or Nonprofit Management is highly desirable.
- 1-2 years of successful leadership, management, and/or administrative experience with a social impact/advocacy nonprofit organization.
- Experience and/or knowledge of social justice issues, special education and disability laws, and best practices in inclusive education.
- An innovative mindset to envision new and emerging opportunities to meet the needs of both internal and external stakeholders, including underserved communities.

- Personal qualities of integrity, credibility, and a commitment to and passion for the organization's mission
- Effective leader with strong written and interpersonal communication and presentation skills.
- Excellent public speaking skills.
- Able to work with other staff and the director on providing leadership and subject management expertise in agency and grant management, outreach strategies, special and general education content areas, and emerging trends in special education.
- Demonstrated ability to seek out current information from experts, needs, research, emerging trends, and best practices in the areas of special education, inclusive education, and outreach to underserved communities.
- Ability to foster teamwork and collaborative decision-making internally and with external partners.
- Ability to recognize and support different perspectives with demonstrated strength in conflict resolution.
- Experience with developing and maintaining relationships with partner groups, agencies, and organizations as this position will be focused on promoting advocacy to ensure that the voices of parents are present in decision-making at the local and state level.
- Demonstrated excellence in organizational co-leadership and strategic planning with the ability to see both the big picture and the detailed steps to reach it, including setting goals and milestones, engaging in regular communication, delegation, prioritization, navigating ambiguity, decision-making, problem-solving and building, tracking, and monitoring a budget.
- Experience increasing organizational capacity and success by building and sustaining relationships with current and prospective donors and key stakeholders, including board members, thought leaders, legislators, etc.
- Familiarity with grants for federal funding; grant writing experience is desirable.
- Experience in federal grant administration, including project implementation and federal fiscal regulations and compliance.
- Experience with fundraising is desirable.
- Must have the ability to travel throughout Montana with occasional travel outside the state.
- Must be able to work long hours at conferences or events, occasionally and as required by the director and MEC.
- Hold a current Montana Drivers' license and proof of valid insurance.
- Follow proper safety procedures when performing physical job tasks.

- Lead and participate in staff development activities.

Reasonable Accommodations:

In compliance with the Americans with Disabilities Act (ADA), the MEC will provide reasonable accommodations for qualified individuals with a disability. MEC is an equal opportunity employer.

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