PEAL Center
1119 Penn Ave., Suite 400
Pittsburgh, PA 15222
1-866-950-1040

Job Description
"Your Child Your Choice" Project Coordinator
PA DDC Parent Leadership Grant
"Parent Leaders for Inclusive Education Beyond Public School"

The purpose of the *Your Child Your Choice* project is to reach parents whose sons and daughters attend non-traditional schools, to identify and spotlight those schools that embrace inclusive education, to mentor parents to promote and work to implement inclusive practices in their child's school, and to build a network of collaborators that will sustain these efforts.

Job Title:

Project Coordinator - Your Child Your Choice

Job Purpose:

The Project Coordinator works with the Director of Training to implement 2014-2015 grant activities and to design grant activities for subsequent years of the grant project that will build upon the 2014-2015 inclusive practices series. This part-time position is for 20 hours per week on average. The salary is $20.00 per hour. Benefits include sick, personal and vacation time. It is expected that the qualified candidate will work out of the PEAL Center office.

Job Duties:

- Implement and evaluate the 2014-2015 Your Child Your Choice training series and future Your Child Your Choice activities.
- Create, implement, and evaluate parent leadership component of 2014-2015 training series
- Develop outreach activities and networking to reach parents of students not enrolled in traditional public school settings working with the Director of Outreach
- Arrange for presenters, location and refreshments for trainings
- Convene project presentations using GoToWebinar skillfully using the technology to present professional virtual presentations and meetings
- Set up and maintain virtual parent support network using social media
- Match experienced parent leaders with emerging parent leaders for mentoring
- Expand the existing Project Advisory Committee; convene meetings of the Advisory Committee at least 2 times per year to advise the project.
- Collaborate with Institute on Disability grantee who administers a project on the same PA Developmental Disabilities Council funding priority
- Develop an understanding of adult learning principles and its implication for training development and utilize those approaches in all Your Child Your Choice trainings.
- Collect, compile, analyze, and present data for staff analysis and ease of review by Advisory Committee and for project reports to the PA DDC
- Prepare reports for Council, parents and other relevant stakeholders

Qualifications and experience for this position:

- Awareness and knowledge of non-traditional school
- Experience with inclusive education
- Experience in advocacy
- Experience presenting trainings
- Good organizational skills
- Excellent verbal and written communication skills
- Must work effectively as a part of a team
- Excellent skills using Excel to present data

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- Must have experience with Microsoft Office Suite including PowerPoint
- Experience working with computers and willingness to learn and explore online networking platforms
- Excellent interpersonal skills
- Available for evening and weekend trainings
- Parent of student with disabilities, person with disabilities, and or an individual with experience in disability advocacy preferred

Reports to:

- Director of Training