

Posted December 1st, 2020

**Position Summary:**

The PEAL Center is seeking **two part-time Youth Training and Leadership Coordinators**. The Youth Coordinators will work with the PEAL Youth Team to develop and deliver youth trainings and leadership development activities across Pennsylvania. As part of the PEAL team, the coordinators will participate in PEAL outreach activities to share information and resources with youth, as well as establish relationships with grassroots youth-serving organizations and schools. They will also work with the Communications and Outreach Team to identify youth-focused resources to be shared in PEAL eblasts, social media, website and newsletters.

**About PEAL:**

The mission of the PEAL Center is to educate and empower families to ensure that children, youth and young adults with disabilities and special health care needs lead rich, active lives as full members of their schools and communities. PEAL works with families, youth and young adults with disabilities and special health care needs to help them understand their rights and advocate for themselves. We empower families and individuals to be included in their home schools and access high quality, coordinated physical and behavioral health care. PEAL's services are provided at no charge to families and youth as they are funded by government and private grants and donations.

**Duties and Responsibilities:**

1. Work with the PEAL Youth Team to develop and deliver PEAL youth training and leadership development activities
2. Develop and deliver training presentations and materials for teen/young adult and family audiences, both in person and using web-based platforms
3. Deliver individual assistance and support to empower teens, young adults and families to successfully advocate for transition services
4. Facilitate youth leadership academies in collaboration with other PEAL team members
5. Collect data required for reporting PEAL activities (e.g. participant information, evaluation data)
6. Participate in PEAL outreach activities by attending exhibits and sharing information and resources
7. Identify youth-focused resources to be shared in PEAL eblasts, social media, website and newsletters
8. Establish working relationships with schools and community organizations with a focus on underserved areas
9. Work as part of a team to build statewide capacity for a network of youth leaders through networking and community-building
10. Represent PEAL on regional, statewide and national planning and decision-making groups, as assigned

**Qualifications:**

1. Minimum education - high school diploma; bachelor's degree is preferred.
2. Experience in educating and empowering youth, young adults with disabilities and their families to successfully plan for life after high school
3. Skills in building collaborative partnerships with youth, families and agencies
4. Strong knowledge of self-advocacy, self-determination, inclusive practices and person-centered planning
5. Knowledge of tools to make online trainings engaging (e.g. Padlet, Whiteboard, Jam Board, Peardeck, Kahoot, FlipGrid, EdPuzzle, Doodle)
6. Self-motivated with skills to organize complex projects that require collaboration with others
7. Strong interpersonal, written and oral communication skills
8. Experience working with Microsoft Office 365, file sharing tools, social media platforms, databases, and websites
9. Able to work evenings and weekends, as required
10. Must have access to a vehicle and hold a current PA Driver's license, registered automobile (PEAL will reimburse mileage according to PEAL and IRS guidelines) and valid motor vehicle insurance
11. Must have Act 33 and 34 clearances dated within the last 5 years, or be willing to obtain them

**Physical Requirements:**

- Must be able to travel in automobiles to various locations (up to 6 hours away) within PA and travel outside of PA via air on occasion\*
- Must be able to transport materials to exhibits and trainings
- Must be able to sit and work at a computer/laptop for extended periods of time
- Must be able to communicate accurate information with colleagues and participants at exhibits and training activities

\* This position will start remote with the expectation that travel will be required when guidance allows.

The PEAL Center offers a competitive salary, as well as paid time off and paid holidays. PEAL is committed to a policy of fair representation for our staff, which does not discriminate on the basis of race, disability, sex, color, religion, sexual orientation, or age. We encourage individuals of all backgrounds to apply.

Preference will be given to individuals who are self-advocates or have lived experience being the family member of a person with a disability. Please email letter of interest and resume to [info@pealcenter.org](mailto:info@pealcenter.org) with "Youth Training and Leadership Coordinator" in subject line, by Friday, January 15, 2021.