

**Supported life Institute**

**Title: Project Coordinator for the Peer Advocacy Connection Project (PAC)  
and the Facilitation Services Project (FSP)**

The **Self Advocacy Project Coordinator** for the Supported Life Institute will work with, facilitate, empower and support dedicated self-advocates and individuals with intellectual and developmental disabilities and advisors involved with Self Advocacy Chapters throughout the Sacramento region in the **Peer Advocacy Connection Project (PAC)** and facilitators through the **Facilitation Services Project (FSP)**.

To learn about these important programs, click on the **Peer Advocacy Connection** link at: <http://supportedlife.org>

If this position matches your goals and interests, please email your cover letter of interest and a current resume to: [dfaletti@supportedlife.org](mailto:dfaletti@supportedlife.org). No phone calls please

**Classification:** non-exempt, part time

**Reports to:** Director of Operations

Under the direction of the D.O.O., is responsible for coordinating all activities necessary to meet the objectives outlined in the ALTA California Regional Center the Peer Advocacy Connection Project and the Facilitation Services Project funded by Alta Regional Center.

**Functions and responsibilities:**

The Project Coordinator is responsible for the following:

1. Hiring of project staff for PAC and FSP projects including employees and contractors.
  - Advertise, arrange interview panels, select candidates, set contractual agreements, employee agreements.
  - Coordinate necessary clearance and screenings.
  - Orient new staff and coordinate staffing as needed
2. Evaluation of the quality of contractors/employees work.
  - Observe project staff work in the field 2 times per year, written clarification of duties, as needed, amending/terminating employee/contract as necessary.
  - Complete annual project staff assessment, with input from project stakeholders.
3. Supervision, consultation with project staff.
  - Meet quarterly with all project staff at Sacramento location to discuss fulfillment of project objectives, challenges.
  - Identify and coordinate resources for project staff in chapters.
  - As needed, communicate with project staff regarding opportunities, issues in the field.

## Position Description – Self Advocacy Project Coordinator

### 4. Project management

#### A. Contracts

- draft contract proposals for approval by the Board of Directors
- review contract goals, develop annual objectives and methodology to track achievement.
- Provide to the SLI Board semi annual written summary of project achievements, fiscal analysis, strategies to enhance/improve project and resources needed.
- Provide annual report of contracts as required by ALTA California Regional Center and the SLI Board of Directors

#### B. Financial management.

- Ensure all time and activities of staff are recorded online accurately.
- Maintain accurate records of project coordinator time expended for components of contracts.
- Collect monthly projects billing totals, submit spreadsheet to SLI accounting.
- Review and update regional center POS's prior to expiration. Ensure that all potential POS's are requested and received.

#### C. Meeting coordination.

- Organize and coordinate at least quarterly meetings of advisory committee in Sacramento.
- Organize and coordinate "all member" regional meeting in Sacramento, twice per year
- Develop agendas as necessary for meetings
- Annually evaluate the effectiveness of meetings

### 5. Research and grant application.

- Research available related grants
- Submit proposal and budget summary to Board of Directors/COO
- With the permission of the Board of Directors, submit full application

## **Necessary Skills and Attributes**

To fulfill the obligations of this position, the project coordinator should possess the following:

- Experience with and an understanding of the disability movement and principles of self-advocacy and self-determination.
- A demonstrated sensitivity for cultural differences.
- An ability to maintain positive respectful working relationships with staff and all stakeholders of the projects, especially members of local People 1<sup>st</sup> Chapters and Alta California Regional Center.
- An ability to communicate effectively with staff and partners, both verbally and in writing.
- An ability to use sound judgment when making timely decisions
- An analytical ability to collect and research data, apply sound thinking using relevant information and conditions to design workflows and procedures, to make necessary adjustments for maximum efficiency; and to complete projects on time and within budget
- An ability to develop and analyze spreadsheets

## Position Description – Self Advocacy Project Coordinator

### **Education, experience, work requirements:**

It is preferred that applicants for this have some personal and/or professional experience with individuals with intellectual and developmental disabilities.

This position at a minimum requires a Bachelors Degree in a related field, with experience supervising others, working effectively with people of all ability levels, and successfully managing grant projects.

Driving one's personal car is a requirement of the job. It is the expectation of SLI that the staff has a valid California Driver's License, and at a minimum, carry insurance as defined by the California State minimum (15/30/5). Staff must present an up-to-date DMV print out of their driving record before the first day of employment and upon request. Staff's car must be maintained in a safe manner and properly insured.

The employee's DMV driving record must meet the requirements of SLI insurance.

**Rate of Pay: \$25 per hour      Part Time: 20 hours per week**