

# We are hiring a Program Coordinator for Partners in Leadership!

Partners in Leadership (previously known as Partners in Policymaking) is an innovative leadership training program that teaches people to be community leaders, and to affect systems and policy change at the local, state, and national levels.

The program is designed for young adults who have a disability and for parents raising children with a disability.

Partners provides the most current information and education about disability policy, the legislative process, and local, state, and national issues that affect individuals with disabilities.

Partners participants are people who are ready to work for long-term systems change and for change in public policy. The overall goal of the program is to foster a partnership between people who need and use services for disabilities, and those who determine public policy.

Partners graduates gain the abilities to teach policymakers a new way of thinking about people with disabilities.

## Full Job Description

### Program Coordinator for Partners in Leadership

**FTE:** 1 FTE (40 hours/week) / **SCHEDULE:** M-F business hours – Some Saturdays

**SALARY:** \$20/hr **REPORTS TO:** Executive Director

**LOCATION:** Centrally Located in Tucson, Arizona

**Function:** The Project Coordinator is responsible for the development and necessary updates of the Partners in Leadership curriculum, planning and coordinating of the training sessions: working collaboratively with the Executive Director in contracting with hotels, caterers and speakers: overseeing the dissemination of promotional materials, informational flyers, along with applications and overseeing the recruitment process: facilitating the program evaluations and development and updates in order to maintain a lasting network of communication for the Partners graduates.

### Duties and Responsibilities:

1. Ensure that the recruitment of the Partners class results in a diverse group of qualified individuals which will include parents of young children and young adults with a variety of developmental disabilities or others special health care needs, from all parts of the state.

2. Recruit and develop a bank of qualified local, state, and national speakers to deliver the current updated Partners in Leadership curriculum.
3. Arrange and facilitate all necessary travel, accommodations and facility meeting space for Partner participants, speakers, and relevant staff for the implementation of the training.
4. Develop/create an agenda for all 8 sessions and organize all necessary training/evaluation forms, curriculums, and informational materials from contracted speakers to be utilized in the training program.
5. Provides for the necessary and reasonable modifications and adaptations (when possible) required to provide equal access to every part of the Partners in Leadership training program for self-advocates with disabilities and other health care needs.
6. Design all sessions to ensure that the Partners have the opportunity to learn each of the session's pre-determined competencies by utilizing a combination of learning methods including presentation, discussion, and group work.
7. Structure the program so that the Partners learn competencies in a logical, sequential order, with each session adding to the completeness of the program.
8. Ensure that the Partners sessions reflect the values being taught are those of Pilot Parents of Southern Arizona; which include inclusion, empowerment and respect for all individuals in the program.
9. Develop a support structure to ensure that both current and graduated Partners have access to information related to disability and health issues that may have statewide significance by keeping the Partners data base current

**Minimum Qualifications:**

- Must have strong communication skills and interpersonal skills.
- Must have the ability to build strong and sustainable collaborative relationships that achieve actionable results
- Must be self-motivated and willing to ask questions
- Must demonstrate the ability to manage details, resourcefully solve problems and follow through with minimum direct supervision
- Must have regular and reliable access to a internet signal, cellphone, and needed technology.
- Must have strong computer skills, including Microsoft Suite and Google Suite with an aptitude to learn new software and computer systems
- Must have experience and ability to work with diverse and at-risk communities
- Must be willing to travel to Phoenix for monthly sessions
- Must be willing to be politically impartial and create separation between church and state as we regularly deal with legislators from each side of the isle
- Must have a driver's license for monthly sessions to Phoenix

**Preferred Qualifications:**

- Graduated Partner
- Someone with social media/marketing skills
- Bilingual is a plus

**Physical Requirements:**

- Must be able to facilitate for 10-12 hours straight on session dates (Friday/Saturday- 8 sessions), which includes alertness, standing in front of the class, cleaning up after meals, and long periods of sitting.

**Expectation:**

Responsible to and reporting regularly to the Executive Director to confer and discuss programmatic and budget issues. You are required to comply with contract requirements and budget requirements set by Executive Director.

If you are interested in this position, please email your resume to [PPSA@pilotparents.org](mailto:PPSA@pilotparents.org) or call us at 520.324.3150. Thank you!