



Program Coordinator Job Description

The Program Coordinator is committed to Central Oregon Disability Support Network's values, mission, and vision; promotes the organization and performs a wide variety of program initiatives, including:

- Develop annual training and outreach plans for assigned counties.
- Develop and coordinate programming with management, including:
 - Increasing public awareness of CODSN by actively pursuing and generating partnerships with families, community partners, stakeholders and local education agencies
 - Attending activities such as resource fairs, information fairs and various other activities on a local, regional and/or national basis
 - Serving on national/state/local committees as approved by supervisor.
 - Delivering promotional, educational, and informational presentations and trainings
- Provide resource and referral to community partners, families and stakeholders
- Provide direct assistance to families
- Follow data collection requirements
- Perform miscellaneous job-related duties as assigned
- Attend monthly staff meetings and mandatory fundraising events annually

Knowledge, Skills and Abilities Required Include:

- Knowledge and understanding of disability related systems (i.e. special education, developmental disability services, mental health) or demonstration of adeptness to acquire quickly
- Initiative and ability to work both independently and in a team environment
- Experience providing peer delivered family support (i.e. parent led group, organization, initiative and/or involvement)
- Ability and comfort presenting to diverse audiences
- Strong organizational and planning skills; the ability to learn quickly and adapt to expectations
- Cultural Competency in supporting and working effectively with a wide range of families and community partners in diverse communities; including those that speak a language other than English or other underserved/underrepresented communities

- Strong written and oral communication skills
- Experience with Microsoft Office Suite, Google Drive, email and databases

Distinguishing Characteristics:

- Demonstrated proficiency in understanding CODSN's values, mission and vision
- Experience with disability – such as a parent or family member of a child experiencing disability
- Knowledge of Person-Centered Planning
- Community Organizing experience working in collaboration with community partners and stakeholders
- Training and event coordination experience
- Understands and uses person first or identity first language

Working at CODSN:

- Travel is required for this position and work will be performed in a variety of settings including: the community (local, regional and statewide), the administrative office and the field or home office as applicable
- Activities and events may require working in the evening or weekend
- Reimbursement for eligible expenses and mileage
- Professional Development
- Cell Phone Allowance
- Family Friendly Environment
- Flexible scheduling with approval
- Paid holidays, medical insurance and paid time off are available for those working 30 hours a week or more.

Hourly Employee

Pay Range (\$20.00-\$23.00 per hour)

Disclaimer: This description is intended to describe the general nature and level of the position and should not be construed as an exhaustive list of all responsibilities, duties and skills required.