



PROJECT COORDINATOR JOB DESCRIPTION **WAZE to Adulthood**

The WAZE to Adulthood Project Coordinator is a vital member of a hard-working team committed to excellence in training parents in their role as partners in education. Working under the provisions of the US Department of Education, Office of Special Education Programs, the incumbent manages the Regional RSA PTI efforts, per the grant guidelines. The position requires an understanding of transition special education, competitive integrated employment opportunities, as well as related challenges and barriers for Individuals with Disabilities. The Project Coordinator reports directly to the Project Manager to implement and deliver all grant requirements.

Preferred Experience

- Knowledge of civil rights laws for individuals with disabilities such as IDEA, ADA and the Rehabilitation Act.
- Ability to work both independently and as part of a team in a fast-paced environment
- Excellent organizational, problem-solving skills and willingness to learn
- Excellent proofreading abilities
- Effective human relations skills
- Ability to respond to supervisor requests for assistance in a timely manner and meet required deadlines
- Proficient in grammar and written business communication
- Proficiency in all Microsoft Office applications and able to learn new software platforms and applications
- Ability to move objects weighing up to 40 pounds
- Driver's License, an automobile, proof of automobile insurance
- Available to work some evening and weekend hours including occasional overnight stays out of town
- Ability to maintain effective working relationships with state and local governmental and community members, collaborators and with the public.

Preferred Education

- Bachelor's Degree required. Experience may be substituted for academic preparation.

Responsibilities

- Develop trainings and resources around competitive employment and independent living to meet the needs of a diverse population of individuals with disabilities.
- Collaborate with outside agencies such as VR, Employment Services providers, and CILs in order to develop and implement training relevant to the needs of individuals with disabilities.
- Provide parents, professionals, and team members with information, problem-solving, and support that will help them to better meet the transition needs of individuals with disabilities.
- Remain current on laws, regulations, best practices and other rapidly changing developments in the field of transition to adulthood.
- Partner with stakeholders to create in-person and virtual trainings in each state of Region B-1 to meet the needs to individuals with disabilities, their families, and those who provide services.
- Coordinate data collection and analysis in collaboration with the independent evaluator.
- Primary team member in submitting grant data and annual reports.
- Coordinates the work and timelines for the project in order to meet time sensitive grant deliverables
- Assumes primary responsibility for collecting and reporting program information.

- Create and coordinates the work of a regional RSA-PTI Advisory Council
- Facilitate Train-the-Trainers for PTIs in Region B-1
- Conduct transition trainings throughout the Commonwealth of Virginia
- Perform other duties as assigned by the Executive Director or member of the management team

Salary Range: \$25-\$27hr for full-time employment + benefits package

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