



SUPPORT FOR FAMILIES OF CHILDREN WITH DISABILITIES

A support and resource organization providing services for families of children with disabilities

Job Announcement

Position: Education Manager

Hours: 1.0 FTE (40 Hours)

Salary: \$48,000-\$54,000 + benefits

Position Available: Now

Position Description: Education Manager will plan, implement, and follow-up on training and educational activities for families and professionals at Support for Families and in the community. This includes providing trainings on subjects such as I.E.P. / I.F.S.P., and Transitional Trainings, as well as soliciting trainers for our monthly 4-hour Parent Professional Workshops. The Education Manager supervises 4 staff members. The Education Manager will engage the community to assist in planning, implementing and following-up on the annual resource and information conference (for over 600 attendees.) The Education Manager will be responsible for updating and developing SFCD trainings and for disseminating, collecting and summarizing evaluations for all education activities. The Education Manager is responsible for reporting quantitative and qualitative data. Work schedule includes some evenings and Saturday's.

Qualifications: The Education Manager must have demonstrated knowledge about IDEA and other laws that impact children and youth and the resources that serve them. Must have experience providing trainings and managing conferences. Required skills include: competence with Microsoft Access, Excel, and Outlook; must have effective communication skills (both verbal and written), as well as proven organizational skills; must have demonstrated ability and experience writing reports and supervising staff and serving clients of varying cultures and backgrounds; must have experience working collaboratively with other agencies. Bilingual in Spanish or Cantonese preferred. Parents of children/youth with disabilities strongly encouraged to apply.

Support Families of Children with Disabilities is a non-profit organization that offers parent-to-parent emotional support to families who have children with disabilities, and information and educational services to families and the professionals who work with them. Our purpose is to support families of children with disabilities as they face challenges. Services include: a phone line, drop-in center, information and referral, support groups, parent mentor program, trainings, workshops, community education, special family events and newsletter.

Please e-mail cover letter and resume to:

Executive Director

Email: jobs@supportforfamilies.org

Support for Families is an equal opportunity employer. Qualified women, racial and ethnic minorities, persons with disabilities, parents of children with disabilities, and gays and lesbians are encouraged to apply.