

Job Posting

Systems Advocacy and Education Coordinator

January 22, 2019

Disability Network of Mid-Michigan (DNMM), a non-profit organization advocating for people with disabilities, is hiring a full time (40 hours/week) Systems Advocacy & Community Education Coordinator. The primary job functions of this position are to develop, design, coordinate, manage and conduct small and large scale training and education programs, as needed internally as well as outside the organization. Promote systems advocacy with external groups, community leaders and elected legislative officials. Acts as a primary liaison to the community.

- Facilitates the internal education program for continuing education needs and requirements
- Formulates and recommends programs, goals and objectives for systems advocacy and education programs in the community
- Ensures that required components of education programs meet the accreditation standards
- Works with vendors and consultants as they provide continuing education services as needed
- Gathers or provides feedback to meet reporting requirements and to assess training effectiveness, as well as community and consumer engagement
- Identifies, develops and manages a wide range of relationships with community leaders, partners, businesses, employers, donors, foundations and legislators.
- Participates on local and state committees as assigned

The ideal candidate will be able to demonstrate the following with or without reasonable accommodation:

- Knowledge of issues that affect people with disabilities
- Identify, develop and manage relationships with businesses, donors and legislators
- Knowledge of legislative processes
- Communication skills
- Collaboration and teamwork
- Ability to navigate with Google and Microsoft platforms

Educational qualifications:

Bachelor's Degree or relevant experience in Education or a Human Service field.

Details of the position:

- \$17/hr
- Mileage reimbursed (regular travel to multi-county area is required)
- 40 hours per week
- Benefits: paid time off, medical, group life, long term disability insurance, and AFLAC benefits are available
- EOE/AA
- People with disabilities strongly encouraged to apply

Please submit a cover letter and resume by 2/1/19 to:

Human Resources

Disability Network of Mid-Michigan

1705 S. Saginaw Rd, Midland, MI 48640

Or via e-mail to: peLONG@dnmm.org

NO PHONE CALLS PLEASE