



Position Title: Bilingual Parent Consultant (Spanish)
Location: Hybrid; working in New London, CT, and from home
Reports to: Project Directors

CPAC is hiring a Bilingual Parent Consultant to add to our team. This is a 30-hour-per-week position; however, some weeks may require additional hours for specific activities and events.

Requirements:

- Parent or family member with related special education and disability experience
- Bilingual Spanish required (fluent in English and Spanish - both spoken and written communication)
- Knowledge and understanding of the full range of Federal and State special education laws and regulations from birth to 26 years
- A person who is collaborative and partnership-oriented
- Willingness to share experiences with others
- Comfortable working independently and as a team
- Flexibility in duties and scheduling required

Specific Duties:

- Provide information to families and youth with disabilities in various ways including telephone, video conferencing, in-person, in writing, and electronic
- Work in a call center to provide one-to-one support for families, youth, and professionals via calls and emails
- Translation and interpretation, as needed
- Reading, interpreting, and explaining educational documents (i.e. IEPs and evaluations)
- Perform various duties related to developing, coordinating, and presenting workshops (virtual and in person), meetings, coordinating and attending statewide events
- Contribute to the development and dissemination of various informational media
- Conduct outreach to the community including school districts, community organizations, and other stakeholders
- Contribute to electronic newsletter for families
- Accurately maintain and submit data
- Maintain confidentiality
- Other activities as requested by the executive director

Special Consideration:

Travel throughout Connecticut may be required during the day, evenings, and occasionally on Saturdays. Occasional evening, weekend and/or overnight out of state travel may be required.

Required Qualifications:

- Bachelor's degree or high school diploma and equivalent work experience
- Experience working with families of children with disabilities
- Cross-cultural skills and experiences
- Knowledge of regional resources
- Self-directed, self-starter, well organized, strong motivational skills, and committed to CPAC's mission
- Strong problem-solving skills
- Excellent communication skills, both oral and written and interpersonal skills necessary to interact with the general public and CPAC staff
- Eagerness to receive and implement feedback
- Strong technology skills (Required to participate in and host meetings and trainings in Microsoft Teams and Zoom; post on various social media platforms; create and post videos; and enter data into management system (will train))
- Proficiency with Microsoft Office, Google Apps for Business (Gmail/Docs/Drive/Forms/Calendar)

**This is a one-year position. While there is no guarantee of employment after one year, this position may be extended if grant funding becomes available. The scope of work and responsibilities may change based on the needs of the organization and availability of funds.

To Apply:

Please send your resume and cover letter via email with "Bilingual Parent Consultant" in the subject line to Beth Reel at resumes@cpacinc.org.

We welcome people with disabilities to apply. The Connecticut Parent Advocacy Center is committed to providing equal employment opportunities to all employees and candidates for employment without regard to race, religion, color, national origin, ancestry, ethnicity, sex, pregnancy, gender identity, sexual orientation, age, physical or mental disability, genetic information, veteran status, or any other legally protected status or designation.