



Position Title: Youth Coordinator
Location: Hybrid; working from home and various locations throughout Connecticut. Travel to New London office twice a month is required.
Reports to: Project Director

CPAC is hiring a Youth Coordinator to add to our Youth and Transition Team. This is a 20 hour per week position; however, some weeks may require additional hours for specific activities and events.

Requirements:

- Youth with lived experience including understanding of the purpose of an Individualized Education Program (IEP) and self-advocacy as it relates to students, youth, and young adults with disabilities.
- Understanding of transition to employment, postsecondary education, and independent living as it relates to students, youth, and young adults with disabilities.
- Willingness to share experiences with others.
- Ability to work independently and as a part of a team.
- Flexibility in duties and scheduling required.

Specific Duties:

- Engagement with youth and families through education and direct support
- Assess the needs of students and young adults as it relates to our work
- Assist youth and families in understanding strengths and needs
- Mentor youth to enhance self-advocacy and leadership skills
- Conduct outreach to the community including schools, community organizations, and other stakeholders
- Development and dissemination of information and resources for youth and families
- Development and presentation of workshops and trainings for youth and families
- Promote and educate the public about the importance of youth voice
- Coordinate and facilitate meetings, workshops, and conferences
- Attend local, state, and federal meetings to represent youth voice
- Attend conferences and trainings, as necessary
- Represent CPAC at outreach events virtually and in person throughout the state
- Collaborate on technology management, youth social media accounts, podcast and videos by youth for youth, and youth blog with youth team
- Schedule youth team meetings; take and disseminate meeting notes
- Collaborate with youth team to create electronic newsletter for youth and families
- Co-facilitate Connecticut's Secondary Transition Youth Advisory Board
- Accurately maintain and submit data
- Maintain confidentiality

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. All travel will follow COVID restrictions.

Required Qualifications:

- High school diploma and equivalent work and/or lived experience
- Comfort with public speaking
- Experience working with young adults with disabilities
- Self-directed, well organized, and committed
- Strong problem solving and interpersonal skills
- Excellent written and verbal communication skills
- Eagerness to receive and implement feedback
- Strong technology skills (Required to participate in and host meetings and trainings in Microsoft Teams and Zoom; manage and post on various social media platforms; create electronic newsletters; create and post youth videos and podcasts; enter data into management system (will train); and manage a blog in a format TBD)
- Proficiency with Microsoft office, Google Apps for Business (Gmail/Docs/Drive/Forms/Calendar)
- Bilingual Spanish Preferred

To Apply:

Please send resume and cover letter via email with “Youth Coordinator Position” in the subject line to Beth Reel at breel@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.