



JOB OPENING

Project Coordinator for Volunteers

Responsibilities- Support all project activities under the supervision of Director of Family Leadership

Specific Duties-

- Develop and prepare project materials, newsletters and reports
- Oversee Family Leadership activities and be accessible to volunteers
- Knowledge of Family Centered Care Principles
- Collaborate with all other projects regarding volunteer needs
- Oversee volunteers doing activities such as trainings, technical assistance, information dissemination and resource development
- Provide feedback and data statistics to funding sources
- Represent Parents Reaching Out at various activities to promote the philosophy of individual and family driven supports.
- Participate on State Level Committees

Requirements-

- Knowledge of the health and education systems
- Excellent organizational skills, ability to prioritize and meet deadlines, accuracy and attention to detail
- Excellent telephone, email and communication skills
- Ability to work well with other internal staff members and volunteers
- Overall computer knowledge regarding Microsoft office and data entry
- Bilingual a plus
- Starting salary \$31,200 full time exempt
- Preference given to a parent with a special needs child

Interested candidates need to provide a letter of interest and a resume to Leon Emplit, Office Manager at 1920 B Columbia Dr. SE, Albuquerque, NM 87106 or e-mail lemplit@parentsreachingout.org