



Children's Disabilities Information Coalition
JOB ANNOUNCEMENT – Youth Leadership Development Coordinator

The mission of Children's Disabilities Information Coalition (CDIC) is to promote partnerships between parents, professionals, and various agencies to work together to combine resources and to find solutions to problems within the community that are affecting children with disabilities.

Job Type: Temporary/Hourly

Salary: \$12.00 per hour/30 hours per week/Health Insurance

July 1, 2024 – December 31, 2025

Year 5 funding is not automatic and is contingent upon TCDD's review.

Summary/Objective

Responsible for carrying out selected job duties for the Leadership Development and Advocacy Training Project funded through a Texas Council for Developmental Disabilities (TCDD) grant under the direction of the Project Director.

General Duties

- Plan class schedules and secure locations for training
- Conduct training session based on established curriculum
- Maintain attendance and training records
- Through email, telephone, and text messages send reminders of upcoming training sessions
- Recruit 20 participants for each training session
- Conduct outreach to promote the Leadership Development and Advocacy Training Project
- Plan and organize the Youth Leadership Forum (YLF)
- Provide support to Peer Support Specialist (PSS)
- Work towards the Youth Leadership Forum (YLF) becoming its own 501(c)(3) non-profit organization
- Maintain list of contacts
- Provide general support
- Develop rapport and maintain regular communication with Peer Support Specialists
- Be able to travel

Required Education/Experience

- High School Diploma, associate degree or bachelor's in social services, or related field or relevant work experience
- Must have reliable transportation

Preferred Experience Working in the Disability Field**Fluent in English and Spanish****Additional Eligibility Qualifications**

Must pass criminal history background check

Other Duties

Please note this job description is not designed to cover a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Work Environment

Work is performed from the office. However, this position does involve travel within the community (attend meetings, outreach events, trainings, and activities). Expect to work some evenings and weekends when necessary.

Must be able to work effectively with coworkers, clients, and other parties in a cooperative manner.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Closing Date: June 28, 2024

APPLICATION: Application may be picked up at 1200 Golden Key Circle Suite 144 EPTX 79925 Monday through Friday from 9am to 12pm or 1pm to 3pm or you can download the application at our website: <https://cdicelpaso.org/>.

Submit application, resume and transcripts in person at 1200 Golden Key Circle Suite 144 EPTX 79925.

For more information please call (915) 217-274 or (915) 219-8800