**Mission Empower Job Description**

**Title**: Lead Trainer **Reports To:** Executive Director

**General Description:** The Lead Trainer provides support to children, youth, and young adults with disabilities, their families, and the community through education services, sharing of information, referrals, and empowerment with an emphasis on coordinating trainings, leadership development, and outreach activities. The goal of this position is to better equip and empower families and their children with disabilities to navigate the private and public school systems, social service agencies, and businesses so that children and youth with disabilities are meaningfully included. Family and youth empowerment leads to higher educational outcomes and progress toward an independent, productive adult life for youth with disabilities.

**Hours/Pay/Benefits:** This is a full-time, nonexempt position of 40 hours per week. Compensation begins at $13/hr. Benefits include having a flexible schedule, opportunities for professional development, occasional remote work opportunities, job security, holidays and paid time off, and being part of a small, close-knit team!

**Outreach Duties:** *May include…*

* Supports Mission Empower's strategic alliances and partnerships by representing M.E. on committees and acting as a consultant to other agencies, the public, businesses, and governmental entities regarding removing barriers for people with disabilities and promoting the family perspective of supporting inclusion children with disabilities with an emphasis on collaboration, transition, and leadership development services.
* Participates in strategic planning within M.E.
* Develops and cultivates community relationships and partnerships that support M.E.’s mission and strategic goals.

**Trainer Duties**: *May include…*

* Completes and enters activity logs, first contact logs, and other records as needed into the database in a timely and accurate manner.
* Provides and documents information and referral services to families, youth with disabilities, and the public, maintaining a focus on education, inclusion, and transition to adult life.
* Arranges trainings, seminars, and conferences that educate families, youth with disabilities, school personnel, and the public concerning educational rights, advocacy strategies, collaboration, family engagement, and leadership.
* Procures, develops, and teaches parent leadership curriculum and family leadership activities.
* Advises and supports parent leaders as they participate in M.E. leadership activities such as the Family Advisory Committee or community involvement.
* Assists with developing, distributing, and compiling survey results for the Office of Special Education Programs annual report.
* Attends training opportunities to stay abreast of changes in educational law and other disability issues as related to inclusion, leadership development, transition, and family engagement.
* Travels independently as required and must be available for evening and weekend trainings or other M.E. appointments.
* Facilitates workshops in various formats of in-person or virtual platforms.
* Assists with fundraising activities, grant writing, and any other activity or event that raises funds for M.E. to continue the mission as required.
* Performs other duties that may arise that are not otherwise specified to educate, advocate, or empower families and their children and youth with disabilities.

**Youth Envision & Mission Employment Duties:** *May include…*

* Coordinates and facilitates employment readiness trainings, including developing or adapting curriculum for youth trainings; leading the trainings; and creating and documenting training evaluations and billing. Youth trainings may be funded through the CPRC grant, OVR, TANF, or other funding.
* Communicates effectively with youth and their families from multicultural and disadvantaged backgrounds to conduct outreaches and/or workshops.
* Works with CPRC and Youth ENVISION staff to facilitate youth empowerment trainings.

**Administrative Duties:** *May include…*

* Serves as third in chain of command under Executive Director and Mission Employment Director
	+ Delegates duties as needed
	+ Provides training and guidance for staff if ED and Mission Employment Director are on leave
* Works with the ED to sustain and grow programs and services.
* Assists in planning and implementing the annual calendar of activities including fundraising initiatives, special events, and administrative actions.

**Qualifications:**

* BA or Associates degree in the human services or education field.
* Teaching experience and/or leadership/managerial experience preferred.
* Personal experience with a disability, parenting a child with a disability, and/or related experience may be substituted for education.
* Knowledge of and commitment to empowering families and their children so that inclusion of youth with disabilities into all realms of life and society may be realized.
* Proficient oral and written communication skills.
* Excellent organizational skills.
* Ability to meet deadlines under pressure.
* Personal experience with a disability preferred.
* Ability to work respectfully and collaboratively with fellow staff, M.E. board and volunteers, and the general community.
* Must be available for some evening and weekend outreach fairs, workshops/trainings, or events, etc.

**Mission Empower is an equal opportunity employer.**

**Interested candidates should email a resume and cover letter to Jill Hrinda-Patter, Executive Director, at advocate@missionempower.org.**