

## **Part-Time Inclusion and Disability Coordinator**

The Edlavitch DCJCC, located in the Dupont Circle area of Downtown D.C., is seeking a part-time coordinator for our Inclusion and Disability program.

The primary responsibility of the coordinator will be to lead our social group activities and programs for young adults with intellectual or developmental disabilities, ages 16-30. Programs generally take place about 3-4 times per month, with approximately 1-2 virtually and 2-3 in-person events. These events/programs are generally in the early evening or on some weekends. Typical events include such things as: virtual bingo nights; monthly bowling outings; game nights; cooking classes; special holiday events, etc. In addition to the social group, the coordinator will also liaise with vocational volunteer groups and departments within the EDCJCC to coordinate the work of our Inclusion Vocational Volunteers.

### **Key responsibilities include:**

- Organizing all social activities.
- Attending all social programs and facilitating the group experience with attention toward modeling and supporting positive engagement with the activities and relationships among participants.
- Managing content for marketing of events in bi-weekly newsletters and on our website.
- Monitor registration and any needed intake with participants and their families, particularly at the outset and with newcomers as the year progresses.
- Order supplies, making reservations, and any other administrative tasks needed for successful implementation of social programs.
- Management of designated annual budget for social programming.
- Act as a liaison with vocational volunteer groups and programming departments within the EDCJCC to coordinate the work of the Inclusion vocational volunteers.

### **Key Qualifications:**

- This position is ideal for a person/student pursuing a career working with individuals with disabilities. Minimum of two years of studies working towards a degree in a related field such as Psychology, Social Work, Special Education, Transition Services, and/or Secondary Education
- Some prior experience working with people with disabilities/inclusion services
- Experience facilitating programming and leading groups
- Skills and experience working with diverse groups of people
- Strong communication skills, experience managing projects and attention to detail
- The candidate will be available in the early evening on weekdays and on intermittent Sundays.

The coordinator will report to the COO of the EDCJCC.

September 2023

**Salary and Benefits:**

The salary is \$10,000-\$15,000 annually for this Part-Time position, of approximately 30 hours per month, based on experience and educational background.

**Please send Resume and Cover Letter outlining your qualifications for and interest in this position to Mr. Bini Silver, COO - [bsilver@edcicc.org](mailto:bsilver@edcicc.org).**