

## **Position Description**

**Position Title:** Disability Coordinator

**Full or Part Time:** Full time

**Supervisor/Title:**

**Service Position Summary:**

This is professional services work in researching community service and volunteerism, and developing policy and implementation recommendations for use by the State Commission for Community Service. Administers disability funds grant program: sub-grant selection and awards process, contracting, monitoring, training and technical assistance. Monitoring and coaching is provided to grantees. Work is performed under limited supervision.

**REPRESENTATIVE TASKS:**

**Essential Functions:**

- Promotes disability inclusion in the state
- Oversees subcontracts with those providing consulting services related to training, technical assistance, and disability.
- Researches best practices of volunteer management and requirements of community service as developed by federal agency.
- Interprets policies, guidelines, and federal grantmaking requirements of both the federal agency and the State Commission for Community Service in order to develop recommendations and policies.
- Writes and presents reports and materials in order to summarize research and present findings and recommendations to the State Commission for Community Service.
- Administers grants in order to ensure work is accomplished in accordance with federal grantmaking guidelines and requirements, as well as those of the State Commission for Community Service.
- Monitors the work of grantees in order to ensure that work required by the federal grant is accomplished in a proper and timely manner.
- Provide staff support to Commission Task Forces as assigned. Represent the Commission on statewide committees as assigned.

**Marginal Functions:****Working Relationships:**

- University Center on Excellence in Disability
- Independent Living Centers
- State-level Disability-related organizations
- Oversees subcontracts with those providing consulting services to the State Commission for Community Service related to training, technical assistance, and disability.
- Develops and maintains strong working relationships with federal agency and counterparts in other states.

**Knowledge, Skills and Abilities:**

- Knowledge of the principles, practices, methodologies, and objectives of volunteer, community service, and nonprofit management.
- Knowledge of the structure and function of state, regional, and local government.
- Ability to evaluate grantmaking and nonprofit program design problems and recommend solutions.
- Ability to plan, oversee, and evaluate the work of grantees.
- Ability to communicate effectively orally and in writing.

**Academic Qualifications:**

A Bachelors Degree and four (4) years of experience in volunteer or nonprofit management. Equivalent related experience may be substituted for education on a year-for-year basis.

**Service Conditions:****Physical, Emotional, Intellectual Demands:****Equipment Used:**