



parent network

+ resource center



POSITION AVAILABLE

Position: Regional Technical Assistance Coordinator (Non-Profit Management)

Organization: Matrix Parent Network and Resource Center

Project: Region 6 Technical Assistance Center for Parent Centers

Office Location: 94 Galli Drive, Suite C in Novato

Status: 80% FTE

Salary: TBD

Closing Date: January 17, 2011

What is Matrix?

- Matrix’s Mission: Empowering families of children with special needs to successfully understand and access the systems that serve them.
- Matrix is a nonprofit parent-run information and resource center serving the four North Bay Counties of Marin, Napa, Sonoma, and Solano.
- Matrix parents gain life-long skills and knowledge to help their children live, learn and participate fully in their communities.
- Matrix maintains a strong commitment to under served populations. Bilingual and bicultural staff are available to effectively serve underserved families.
- Matrix is designated as the Region 6 Technical Assistance Center that provides technical assistance to federally-funded Parent Centers.

Scope of Work:

The Technical Assistance Coordinator is responsible for Technical Assistance to Office of Special Education Program (OSEP) funded Parent Centers in the designated region. This work includes carrying out the activities listed in the scope of work in the grant, making sure goals are carried out in the appropriate timelines set in the grant. The Technical Assistance Coordinator is responsible for providing one-to-one information and training and assistance to the Executive Director, staff and board of federally funded Parent Training and Information (PTI) Centers and Community Parent Resource Centers (CPRC) through the use of telephone, mail, electronic mail (email), and personal contacts. These tasks are under the general supervision of the Regional Director and in coordination with the lead TA Coordinator.

The Technical Assistance Coordinator spends the majority of the time individually assisting directors of Parent Centers to optimize the skills of management and staff to better serve families of children with disabilities in that state.

The Technical Assistance Coordinator must have knowledge about material on scientifically-based research practices for serving families raising children with disabilities, the laws governing special education including IDEA and NCLB along with best practices in non-profit management issues.

Although most of the assistance is provided from the Matrix Novato office, there are yearly site visits, out-of-state conferences, and OSEP and PTAC meetings. Out of state travel may average once per month, and include responding to centers in crises.

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Matrix Parent Network & Resource Center
Helpline: 800.578.2592
www.matrixparents.org



Responsibilities:

- Provides technical assistance to Parent Centers in a variety of venues: phone, email, material dissemination, etc.
 - Create customized technical assistance plan with each center, including (two) site visits per center during grant.
 - Collect and manage all project data including maintaining current listing of all parent centers, evaluation information resource lists, etc.
 - Prepare required statistical reports in a timely manner
 - Assist in development of materials for parent centers
 - Collect needs assessments and other data collection procedures from parent centers in region
 - Develop, monitor and complete technical assistance agreement with each Parent Center in the region.
 - Coordinate and provide on-site technical assistance as needed.
 - Provide intensive technical assistance to new centers and other centers as needed.
 - Work with developing groups in the region
 - Respond to all requests for technical assistance in a timely manner.
 - Coordinate regular informational mailings to Parent Centers in region.
 - Review, catalog and update training & resource materials, including a computerized database.
 - Plan and implement an annual regional meeting.
 - Attend and assist in the planning of the annual national conference.
 - Coordinate and work closely with the Lead TA Coordinator and Regional Director on all activities to Parent Centers.
 - Review and disseminate materials that are culturally competent and culturally relevant in collaboration with the NTAC.
 - Participate in team meetings and conference calls to coordinate with other Parent Technical Assistance Centers (PTAC) and National Technical Assistance Center (NTAC, PACER Center).
 - Maintain communication and respond to requests from other PTACs and NTAC.
 - Disseminate information on research-based, best practices in outreach to traditionally underserved to Parent Centers.
 - Collaborate with national centers specializing in serving the underrepresented.
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Requirements:

- Knowledge of nonprofit management
 - Excellent communication skills
 - Excellent interpersonal skills
 - Understanding of how to measure program effectiveness
 - Ability to work independently
 - Ability to assess needs of projects
 - Ability to identify resources to assist others
 - Demonstrate significant understanding of the impact of a child with a disability on a family
 - Experience in cross cultural issues, including racial/ethnic and socio-economic issues
 - Experience with data collection, evaluation procedure and report writing
 - Computer skills and a working knowledge of MS Word, Excel, Power Point
 - Ability to manage project activities and meet timelines
 - Flexibility to travel
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Education Qualification:

- Minimum of 5 years work experience in related field(s). B.A. or B.S. degree in related field may be substituted for one year of work experience.
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Additional Experience:

- Work in a Parent Center or grassroots non-profit organization
 - Conference planning experience
 - Understanding grant management, IDEA regulations and scientifically-based practices
 - Knowledge of other OSEP funded projects
 - Technical assistance experience
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To apply for this position: Send a cover letter and resume to jobs@matrixparents.org or by mail/fax to Matrix Parent Network and Resource Center, 94 Galli Drive, Suite C, Novato, CA 94949. Fax: 415-884-3555.