

Military Outreach and Resource Specialist

Matrix Parent Network & Resource Center empowers families of children with special needs to successfully understand and access the systems that serve them. We're looking for a person who has a passion for making a difference and can help fulfill our mission by making meaningful connections with families in the military communities we serve. This is a part-time position for 10 hours a week, with flexible hours to fit your schedule. Since you'll be interacting with families, we're looking for a supportive, caring and compassionate person. Experience with families of children with special needs is a must, and the preferred candidate has a good understanding of the military community or is a member of a military family with a child with special needs.

The Matrix Military Outreach & Resource Specialist will:

- Build authentic connections and relationships with military families
- Provide supportive communication, respecting cultural and individual differences
- Initiate and conduct focus groups and assess needs of military families to help Matrix tailor our trainings and resources to specific needs of the military communities we serve
- Research and review military specific resources/services for inclusion in Matrix's monthly online newsletter and website
- Provide Matrix brochures and information to processing/intake centers at the bases in our catchment area
- Attend monthly Military Family Support Online Discussion Group run by Specialized Training of Military Parents (STOMP) Program of Partnerships for Action, Voices for Empowerment (PAVE)
- Organize trainings, meetings and events (online and in-person when possible) and seek opportunities to let military families know Matrix is here to serve them
- Complete other tasks as assigned

Skills & Characteristics of a Military Outreach & Resource Specialist:

- Self-starter; enthusiastic
- Excellent communications skills:
 - Active Listening: Give full attention to what other people say, take time to understand the points being made, ask questions as appropriate
 - Speaking: Talk to others to convey information effectively
 - Writing: Communicate effectively in writing as appropriate

(continued on page 2)



General Information: (415) 884-3535 • Fax: (415) 884-3555

Helpline: (800) 578-2592 • helpline@matrixparents.org

Email: info@matrixparents.org

Skills & Characteristics of a Military Outreach & Resource Specialist (continued):

- Interpersonal skills/qualities:
 - Compassionate, patient
 - Positivity
 - Dependability
- Ability to work collaboratively with the team
- Familiarity with computer and data/information programs is a plus
- Effective time management skills
- Attention to detail

Matrix team members have:

- Integrity, honesty and ethics
- Concern for others; sensitivity to and understanding of others' needs, feelings, and cultures
- Good-natured attitude; cooperative/collaborative; pleasant with others
- Initiative; display willingness to take on responsibilities and challenges

If interested, please send cover letter and resume to:

Alyssa DiFilippo, Director of Parent Services

alyssad@matrixparents.org

Thank you for your interest!

Matrix Parent Network and Resource Center • www.matrixparents.org • [Facebook](#) • [Twitter](#)

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Serving families who have children with special needs for over 36 years