

Job Title	Outreach Coordinator/Parent Advocate
Employer/ Agency	The Arc of Greater Houston
Job Description	This position advises parents concerning best practices, educational rights, and parental responsibilities; facilitates with school districts to ensure a free and appropriate public education for children with disabilities; plans/facilitates outreach activities and support groups to meet the needs of parents and children with disabilities; provides information and referral for families and the public about access to available programs and services; and represents The Arc on local/regional/state committees as appropriate.
Qualifications	Qualifications include Bachelor degree; Knowledge of educational disabilities, including intellectual and developmental disabilities; Knowledge of special education and transition rules and regulations; Experience with advocating with or for families in special education systems; excellent negotiation, communication, and interpersonal skills; Appropriate computer skills; Ability to frequently travel within Harris County. Parent of child(ren) with disability preferred but not required. Bilingual a plus!
Salary/Hours	Part-time (approximately 25 hours per week with possibility to go full time in the future). Flexible start date.
Employer/Agency	The Arc of Greater Houston
Address	3737 Dacoma, Suite E
City, State, Zip	Houston, Texas 77292
Contact Person	Michelle Howard-Herbein, MSW
Contact Title	Executive Director
Telephone Number	713-957-1600

Fax Number	713-957-1699
Email Address	michelleh@aogh.org
Application Method	Email letter of interest and resume to michelleh@aogh.org
Opening Date	3/22/17

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