

Job Title	Assessment and Planning Specialist
Employer/ Agency	Texas State Independent Living Council
Job Description	<p>Specific Duties and Responsibilities: The Assessment and Planning Specialist, under the direction of the Executive Director, will research, assess, review, plan, and prepare comprehensive reports and needs assessments for a project that focuses on rural transportation access in Texas. The individual will strive to uphold the organization's mission, vision, and goals while upholding the Independent Living philosophy.</p> <p>Staff Duties</p> <ul style="list-style-type: none"> • Write reports for the Executive Director (monthly, quarterly, and annually) • Communicate with funders as outlined in funding agreements • Monitor all budgeted project expenditures • Manage all project funds according to established accounting policies and procedures • Ensure that all financial records for the project are up to date • Ensure that the project deliverables are on time, within budget, and at the required level of quality • Ensure adherence to HIPAA and other regulations • Create and send email campaigns and newsletters • Coordinate the design, printing, and distribution of educational materials • Build relationships with stakeholders to advance the mission and goals of the SILC • Arrange for travel and hotel accommodations for staff and advisory members • Participate in community relations activities (public hearings, conferences, meetings, etc.) • Utilize SILC's resources efficiently • Performs other duties as assigned by the Executive Director <p style="text-align: center;">Note: This announcement indicates the kind of tasks required of the position, and it does not limit or exclude other tasks not mentioned. The SILC reserves the right to modify or rescind this position announcement at any time.</p>
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree or equivalent • Experience in developing needs assessments • Knowledge and use of qualitative and quantitative data • Experience in public speaking in front of small and large audiences • Experience in project evaluation, and budgeting • Excellent written and verbal communication skills • Excellent interpersonal, time management, problem solving and

	<p>organizational skills</p> <ul style="list-style-type: none"> • Excellent strategically-focused analytical skills • Ability to collaborate with others in a team situation • Strong working knowledge of Microsoft Office Suite • Strong working knowledge of IBM SPSS Statistics or other data programs • Strong working knowledge of Google products (Gmail, Drive, Google+) • Knowledge of WordPress • Detailed oriented, organized with strong follow-up skills • Ability to type at least 40 words per minute • Ability to travel in-town (10%) • Ability to travel out-of-town (50%) • Knowledge of, and commitment to, the Independent Living movement, philosophy, and approach • Knowledge of Federal and State statutes and regulations affecting people with disabilities • Knowledge of public transportation in rural counties and small urban cities. • High degree of integrity, ethics, and respect for others and the organization
Salary/Hours	\$34,500 - \$50,000, Full-time, FLSA Exempt
Address	4319 James Casey St., Suite 100, Austin, TX, 78745
Application Method	<ul style="list-style-type: none"> • Email resume, and two writing samples to Regina Blye at: txsilc@txsilc.org (No phone calls please) • Qualified applicants will receive an application to complete and return prior to an in-person interview • Closing Date: Until position is filled <p>The SILC is an Equal Opportunity Employer. Persons with disabilities are encouraged to apply.</p>
About	The Texas State Independent Living Council is located in Austin, TX and is a nonprofit organization authorized by the Rehabilitation Act of 1973, as amended, for the purpose of planning, monitoring, and evaluating the provision of Independent Living services for people with disabilities. For more information, please check out our website and Facebook page. www.txsilc.org .

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