

RespectAbility

POSITION DESCRIPTION

National Leadership Program Director

About Us: RespectAbility is a growing, nonprofit organization whose mission is to reshape the attitudes of American society so that people with disabilities can more fully contribute to society and to empower people with disabilities to achieve as much of the American Dream as their abilities permit.

Position reports to: RespectAbility's Chief Executive Officer

Position Summary: RespectAbility's National Leadership Training Director will work directly with RespectAbility Fellows to provide the professional work experiences the Fellows need to advance in their careers while also advancing the mission of RespectAbility. Although Fellows report to assigned departments, the National Leadership Program Director will ensure that each Fellow has the resources and training needed to complete required tasks.

Key Responsibilities:

- Establish fellowship eligibility guidelines to select qualified Fellows who will benefit from the experience and whose work will advance the goals of RespectAbility. This includes writing and placing accessible ads for the fellowships, as well as meeting with local education institutions and vocational agencies.
- Create and implement performance metrics for the fellowship program overall and for individual Fellows.
 - Coordinate regular meetings with Fellows and program managers to evaluate programs and progress.
 - Collect data on Fellows' outcomes and report to all partners.
- Provide expertise in workplace accommodations. Arrange for additional support if necessary, such as ASL interpreter service, assistive technology, transportation, and so on.
- Secure relationships with vocational rehabilitation to allow for partial funding of job coaches and supports as qualified students move into employment.
- Connect with employment agencies and partners to find open positions for "graduates" of the fellowship program, determine if these are the right openings for these individuals, and help them with the application process.

- Work with department heads who have the ultimate program responsibilities for advancing the agenda of RespectAbility (i.e. the public policy/jobs for people with disabilities, communications/stigma, Jewish inclusion and fundraising team leaders) to ensure that Fellows are getting the right training at the right time.
- Teach the Fellows basic business skills and set expectations:
 - Organize and lead trainings in writing skills and business language, use of Microsoft Office, workplace etiquette, resume building, networking, project and time management skills, as well as basic social media skills.
 - Bring in speakers to train fellows in media presentation and communication to help them feel at ease when talking to people who hold leadership positions in government, commerce, press, the entertainment industry or in advocacy.
 - Work with fellows to schedule events and meetings, arrange for guest speakers, tours of best practices, and other special events.
- Evaluate performance of each fellow and provide additional mentoring when needed to ensure a positive professional work experience.
 - Help fellows with career development, professional goals, and long-term workplace success strategies.
 - Enable fellows to develop their own strategies for improving performance in particular areas. This approach helps people understand not just how to do something, but why they need to do it.
- Recruit, oversee, and coordinate long-term and project-specific volunteers' responsibilities.
- Create and staff a task force of disability organizations that will work together to reduce stigmas around mental health differences (specific plan under development).

Qualifications:

- Strong commitment to the mission and vision of the organization, including “Nothing about us without us.”
- Experience in working with people with disabilities and the disability community (including those with non-visible disabilities such as mental health).
- Detail oriented and highly motivated professional.
- Minimum of 5 years professional and leadership experience, preferably in the area of staff training and mentoring people with disabilities in a professional office environment.
- Advanced proficiency in Microsoft Office Suite.

- Outstanding knowledge of ADA and other accommodations.
- Excellent writing and communication skills
- Ability and willingness to work flexibly and full time in a fast-paced, fast-growing, dynamic non profit environment.
- Bachelor's degree. Advanced degrees in social work and/or special education strongly preferred.

To Apply: Send resume, cover letter, and answers to the below questions to JenniferM@RespectAbilityUSA.org. **Answers may not be longer than 250 words each.**

1. What is your direct experience in coaching and/or mentoring people with and without disabilities?
2. Why do you want to do this kind of work?
3. How would you define success in this program and work?
4. Fellow "Susie" is very smart and is a college graduate. However, in school and college she learned and communicated primarily using ASL. She currently cannot write beyond a 5th grade level. What steps would you take to get her ready for professional employment?
5. Fellow "Andy" self identifies as a person with mental health challenges. He is recovery from addiction issues and blogs about overcoming suicide attempts. He served time in the corrections system. Age 28 now, he graduated college earlier with high marks. But with limited work experience and a criminal record, he is having a hard time getting a job. He wants to go into advocacy for people with disabilities within the corrections system. How will you serve Andy?
6. Fellow "David" is blind and his IEPs in school meant he always had a scribe. Thus, he does not know how to use "track changes" or "Google docs." How will you prepare him for work?
7. Fellow "Lisa" has executive function issues. How will you prepare Lisa to succeed in an office with many deadlines and tasks?
8. Fellow "Hannah" does not have any disabilities, and wants to work in the field of disability advocacy. However, she doesn't know where to begin. How will you help prepare her for work in this field?

For more information about the Fellowship program: go to <http://respectabilityusa.com/about-us/career-opportunities/>

RespectAbility provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements,

RespectAbility complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. RespectAbility expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.