



Project Manager– Region 2

Full-time (40 hrs per week)

Organizational Summary

TASK is a private 501(c)(3) organization dedicated to educating and empowering people with disabilities and their families. We help families navigate special education, disability services and assistive technology. TASK has operated as a Parent Training and Information Center (PTI) for over 40 years and serves six southern California counties: Los Angeles, Orange, San Bernardino, Riverside, San Diego and Imperial.

Position Summary

The Project Manager (Region 2) reports to the Executive Director and is responsible for mission delivery for the organization in Orange, Riverside San Bernardino, San Diego and Imperial Counties. This leadership role will oversee the Family Support Specialists (FSS) in their efforts to provide parent-to-parent support and assistance to families with disabilities. The Project Manager should have an extensive background through education and personal experiences and will be seen as the leading source of information in the field regarding education and support for families with disabilities. The Project Manager will act as a consultant, advisor, trainer and coach to the FSS as they work one-on-one with parents and professionals.

- **Organizational and Region 2 Goals** **40%**
 - Accountable for strategic plan goals
 - Accountable for individual staff members (FSS) productivity and goals
 - Accountable for all Region 2 goals, as stated in our grant and reporting documents to the U.S. Department of Education and other funders

- **Programs** **20%**
 - Oversee programs related to serving families/persons with disabilities
 - Work with FSS staff to develop, coach and evaluate objective performance measures to ensure consistent, high-quality program delivery and setting/achieving attainable goals for FSS staff
 - Recruit, hire and oversee training and orientation of staff members
 - Develop and implement strategies to maximize programs such as outreach, workshops, presentations and collaborative assistance to agencies and families
 - Oversee strategic plan goals related to program and mission delivery

- Oversees a program of professional development to train FSS staff to remain current regarding IDEA, Section 504, IEPs, federal and state regulations, and other legislation and system regulations affecting the disability community

- Management – Accountability

20%

- As the key manager of the Family Support Specialists (FSS), the project manager will be responsible for evaluating the skill, experience and professional development needs of all FSS staff and will act as a consultant, advisor, trainer and coach
- Instill a sense of accountability among team members by modeling objective oversight of individual and organization performance standards
- Oversee the Region 2 budget and ensure that the organization is judicious with funds
- Maintain a high level of confidentiality with all parents, professionals and staff
- Oversee that FSS staff uses our database to document their assistance to all that we serve, including email, intakes and telephone calls
- Accountable to all OSEP leadership and requirements for reporting

- Outreach – Partnerships

20%

- Cultivate new and existing relationship with collaborative partner agencies with the goal of ensuring access to services and sufficient resources for the parents we serve
- Participate in public awareness activities and community or inter-agency meetings and events
- Work with professionals, parent support groups and social service organizations

- Education and Experience Required:

- College degree or equivalent years of experience in a related field
- Experience working with families of children with special needs
- High level of knowledge of education and disability laws, systems and organizations
- Knowledge of special needs systems and organizations
- Communication and collaboration skills
- Commitment to client confidentiality
- Skill in organizing and handling resources and information
- Engage in an ongoing training program of professional development

- Key Competencies:

- Ability to manage personnel, parents, families, professionals and volunteers
- Ability to work effectively in stressful and emotional situations
- Knowledge and experience working with Microsoft Office and Salesforce
- Ability to multitask and to be adaptable, flexible and responsible
- Ability to travel out of state, occasionally overnight
- Ability to work with a community of diverse individuals
- Maintain records and accurate data
- Maintain a high level of confidentiality with staff, professionals and families

TO APPLY: Email your resume and cover letter to jobs@taskca.org. (No telephone calls, please.)