

People First of Washington is looking for someone with the following qualities for the Program Administrator:

- Direct experience supporting people with intellectual/developmental disabilities as self-advocates and a commitment to helping people speak up for themselves, learning leadership skills.
- Advanced skills in creating computer generated information utilizing graphics and clip art.
- Experience in planning and coordinating special events-conventions, mini-conferences, trainings
- Experience creating training material and curriculums
- Experience in organizing and presenting to various audiences
- Experience in hiring and supervising staff
- Experience using various programs to create fliers, newsletters, and brochures for the membership and community
- Experience using social media for information sharing and creating
- Familiarity with the current issues facing the service system and demonstrated support with and of self-advocates with intellectual/developmental disabilities in advocacy related to these issues

- Bachelor's Degree preferred, but some college education with appropriate experience will be considered

- Self-motivated, treats all people with dignity and respect, good communicator, creative, public speaker, reliable-responsible, trustworthy, friendly and out-going, positive attitude, flexible, able to travel, and

- Able to listen, encourage, support and be the cheerleader for our membership.

The duties of the Program Administrator include:

- Advanced skills in creating computer generated information utilizing graphics and clip art.
- Statewide travel
- Coordinates Board meetings as requested by the Board. Conference call arrangements
- Meets with the Board of Directors and/or the Executive Committee to review and receive approval of the budget, goals, objectives, grants, policies, administration and activities of People First of Washington.
- Is responsible for implementing and monitoring the budget, goals, objectives, and reporting requirements of grant monies to People First of Washington.
- Is responsible for the hiring and supervising of personnel.
- Is responsible for assisting in the growth and development of local People First Chapters, members, officers, and advisors.
- Is responsible for publishing a newsletters and Chapter Chatter e-newsletter.
- Is responsible for organizing and supporting regional mini conferences and annual state convention.
- Is responsible for assisting the membership to actively participate in decision making bodies, conferences, conventions, coalitions, task forces, etc. that concern people with disabilities.
- Is responsible for developing, field testing, and printing self-advocacy training materials.
- Perform job requirements that are listed specifically in grant requirements.
- Other duties as assigned by the Personnel Committee or Board of Directors.

If you think you have what it takes to support the incredible self-advocacy leaders in Washington State and have the qualities described above, please send your resume and a cover letter by email or regular mail to the addresses below by **May 15, 2019.**

pfow@clarkston.com



**People First of Washington
P. O. Box 648
Clarkston, Wa 99403
pfow@clarkston.com**