



Mission: Empower Oregon families experiencing disability in their pursuit of a whole life by expanding awareness, growing community, and equipping families.

Program Coordinator

Job Description

The Program Coordinator is committed to FACT Oregon's values, mission, and vision; promotes the organization and performs a wide variety of program initiatives, including:

- Developing annual training and outreach plans for assigned region
- Develop and coordinate programming with management, including;
 - Increasing public awareness of FACT Oregon by actively pursuing and generating partnerships with families, community partners, stakeholders, and local education agencies
 - Attending activities such as resource fairs, information fairs, and various other activities on a local, regional, and/or national basis
 - Serving on national/state/local committees as approved by supervisor
 - Delivering promotional, educational, and informational presentations and trainings
- Provide resource and referral to community partners, families, and stakeholders
- Provide direct assistance to families through the FACT Oregon support line
- Follow data collection requirements
- Performing miscellaneous job-related duties as assigned
- Attending monthly staff meetings and four mandatory fundraising events annually

Knowledge, Skills, and Abilities Required Include:

- Knowledge, and understanding of disability-related systems (i.e. special education, developmental disability services, mental health) or demonstration of adeptness to acquire quickly.
- Initiative and ability to work both independently and in a team environment
- Demonstrated ability and comfort presenting to diverse audiences
- Strong organizing and planning skills and the ability to learn quickly and adapt to expectations
- Cultural competency in supporting and working effectively with a wide range of families and community partners in diverse communities, including those that speak a language other than English or other underserved/underrepresented communities



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- Strong written and oral communication skills
- Experience with Microsoft Office Suite, Google Drive, and data entry

Distinguishing Characteristics:

- Demonstrated proficiency in understanding FACT Oregon's values, mission and vision
- Experience with disability – such as a parent or family member of a child experiencing disability
- Knowledge of person-centered planning
- Community organizing experience working in collaboration with community partners and stakeholders
- Training and event coordination experience

Working at FACT Oregon:

You might be perfect for FACT Oregon if you are a strong, passionate, dedicated, visionary working to change the trajectory of individuals experiencing disability.

- Travel is required for this position, and work will be performed in a variety of settings, including the community (local, regional, and statewide) administrative office, and as applicable field or home office
- Activities and events may require working in the evening or weekend
- Reimbursement for eligible expenses and mileage
- Benefit package available for eligible employees (Medical/Dental/Vision/Short-term Disability/Small Group Life Insurance)
- Paid holidays, sick and vacation time
- Growth and advancement opportunities
- Professional development
- Flexible scheduling with approval

Salary Range			
Grade	Minimum	Midpoint	Maximum
1	\$15.20	\$19.00	\$20.90
2	\$17.02	\$21.28	\$23.41
3	\$19.24	\$24.05	\$26.45

Disclaimer: This description is intended to describe the general nature and level of the position, and should not be construed as an exhaustive list of all responsibilities, duties and skills required.