



**POSITION:** Parent Outreach Coordinator  
**SUPERVISOR:** Executive Director  
**STATUS:** Full-time 40 hours, 12 months, At-will non-exempt Employee

**Overview:**

The Parent Outreach Coordinator is responsible for providing technical assistance to parents of children with disabilities/special healthcare needs and professionals through one-on-one individualized technical assistance (i.e. telephone, mail, and email) workshops/training, coordination of autism-related activities for grants, and assisting with creating the performance report for grants related to autism.

**Key Responsibilities:**

- Provides technical assistance (i.e. information, coaching, and resources) to parents regarding special education/healthcare access for children and youth with Autism Spectrum Disorder (ASD).
- Conducts outreach to parents of children who have ASD especially parents who are typically underserved and under-represented.
- Conducts workshops/training programs in communities in the state for parents of children and youth with ASD and the professionals who provide services.
- Assists in providing information to the public about PPMD, partnership development, and educational activities with various organizations and professional groups.
- Collects and inputs information provided to parents/professionals and evaluation reports in Salesforce on a daily basis.
- Create training materials and fact sheets relevant to parents of children with disabilities and special healthcare needs.
- Assists with performance reports.
- Coordinates conferences for parents and providers of children with ASD.
- Disseminates written information and materials to parents and professionals.
- Develops and maintains cooperative working relationships with parent leaders, agencies, and organizations in assigned regions and at the state level to further the mission of PPMD.
- Attends necessary and mandatory training activities, including the PPMD staff in-service.
- Any other task assigned by the Executive Director.
- Other activities as required.

**Technology:**

- Enter data on a weekly basis into Salesforce.
- Responsible for writing articles or fact sheets for PPMD newsletters.

**Financial:**

- Assist the Executive Director with identifying potential PPMD Board Members.
- Identify at least one potential funding source.

**Required Qualifications, Skills and Knowledge Requirements:**

- Education:



- Bachelor's Degree or combination of education and relevant experience
- Experience:
  - Experience in working with a diverse population of families, children/youth, and professionals.
  - Experience providing outreach, family engagement, and collaborating within the community to resolve concerns.
  - Experience in providing training to adult learners.
  - Experience in coordinating grants.
  - Experience in accessing the Autism Waiver.
  - Experience in working with the ASD population birth-age 21.
- Skills:
  - Excellent written and verbal communications skills required.
  - A solid foundation in special education law (federal and state), early intervention policies, and healthcare.
  - Excellent planning, communication & organizational skills.
  - Ability to interact with a diverse population.
  - Knowledge of state and local community and resources.
  - Ability to work flexible hours.
  - Reliable transportation.

Salary will be determined depending upon qualifications and experience. Parents of children with disabilities and/or special health care needs are encouraged to apply.

**To be considered you must submit a resume and cover letter on this website: <https://www.ppmd.org/careers/>.**

**This position is open until filled.**

*Parents' Place of Maryland is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, disability, national origin, veteran status or any other basis covered by the federal and Maryland state law.*