

Job Description: Parent to Parent for Autism Program Coordinator

Paso Del Norte Children's Development Center (PDNCDC)

1101 E. Schuster Avenue, El Paso, Texas 79902

Background: The Parent to Parent for Autism (PPA) project is a new initiative of the Paso del Norte Children's Development Center funded by the national Autism Speaks Inc., organization. The focus of this program is to train develop a core of parents of children autism to serve as volunteer mentors for parents of children newly diagnosed with Autism Spectrum Disorder(s) (ASD).

Job Summary: The Program Coordinator is a contract position. The Program Coordinator will receive no PdNCDC employee benefits and will be paid at a rate of \$19.23 per hour for a minimum of 520 hours or a total of \$10,000 for the implementation phase (12 months) of the PPA. The Program Coordinator must demonstrate a moderate to high degree of experience in working with parents of children diagnosed with ASD with an emphasis on working with parents of diverse backgrounds. The PPA Program Coordinator will conduct activities that will include, but is not limited to:

- Participant recruitment and intake procedures,
- Curriculum development,
- Conducting Mentor training sessions,
- Conduct parent training sessions, and
- Collaborate with the External Evaluator
- Generate monthly reports for PdNCDC administrators.
- Related duties as assigned

Reports to: Gilda Lopez, Director Community Resource Center

Supervises: PPA Mentors

Qualifications:

- Bachelors degree in education, special education, adult education or related field preferred;
- Experience in supervision of volunteers / interns preferred;
- Skilled in computer applications, record keeping procedures, and related administrative functions relative to project activities and reporting procedures;
- Fluent in Spanish and English; and
- Preference will be given to person that is the parent of a child with autism

Applications will be accepted until Friday February 3, 2012 at Paso del Norte Children's Development Center.