



JOB OPPORTUNITY

Family Voices is a national, family-led organization of families and friends of children and youth with special health care needs (CYSHCN) and disabilities. Family Voices focuses on achieving social justice and health equity by ensuring that families are at the center of children's healthcare. We connect a network of 64 family-led organizations across the States, territories and tribal groups that provide support to families of CYSHCN and help them navigate health care systems. We promote equitable partnerships with families at all levels of health care including individual and policy decision-making levels, to improve health care services and policies for children with special health care needs and their families.

Title: Project Director, ACL Health Care Transition Project

Reports to: Associate Director of Programs and Strategy

Summary: Under the guidance of the principal investigator, the director has primary responsibility for directing the ACL Health Care Transition Project, with particular emphasis on overall project management; content creation; technical assistance and training; data collection and reporting; external partnerships and communication; and other responsibilities, as needed.

Position Status: This is a full-time, grant-funded position, with benefits, ending on August 31, 2026; the position may be extended if other resources become available.

Salary: Commensurate with experience.

Work Location: This is a remote position with responsibilities located primarily in a remote home office.

Responsibilities and Duties:

All work for the ACL Health Care Transition project is informed by these core commitments:

- To create and maintain a national, person-centered, culturally competent resource center to empower youth with intellectual and developmental disabilities (ID/DD) in directing their own healthcare transitions from pediatric to adult models of care.
- The center will work to increase self-determination, independence, and quality of life for youth with ID/DD as they transition into adult models of care.
- The center will focus on resources for youth, approximately ages 12-26, while also providing resources for families, guardians, and other support networks.

Job responsibilities are listed in six major areas: project management; content creation; technical assistance and training; data collection and reporting; external partnerships and communications; and other project responsibilities.

Project Management:

- In collaboration with the principal investigator, provide oversight of project activities and timeline.
- Represents the project during regularly scheduled FV project and project-wide meetings.
- Leads the preparation and submission of all project reports, bimonthly staff reports to the board, and other reports as needed.
- In collaboration with the principal investigator, designs and implements staff supervision system.
- Oversees tracking and reporting technical assistance, presentations, and other activities using electronic database.
- Establishes National CoP to advise and inform the work of the National ID/DD Health Care Transition Resource Center.
- Sets up regular meeting schedule with all external partners.
- Monitors and assesses progress of grant-funded activities and assuring consistency with all requirements of the primary funder, the Administration for Community Living.
- Participates in building ongoing productive collaborative relationships with project partners, consultants, and other collaborators.
- Manages timely completion of assigned tasks in workplans necessary to successfully produce project deliverables.

Content Creation:

- In partnership with external partners and internal staff, co-design culturally responsive, family-friendly materials.
- Designs and implements workplan to create and disseminate culturally responsive, family-friendly content for social media and other communications about vaccine hesitancy for target populations in three states as well as national community of F2Fs.

Technical Assistance and Training:

- Convenes and facilitates regular project meetings with subcontracted organizations (Got Transition, SPAN, UMKC, and Waisman) to set goals, establish timelines, share strategies and best practices, assess progress toward identified goals; and identify ongoing areas of adjustment to align with ongoing progress in project deliverables.

Data Collection and Reporting:

- Oversees coordination of all data collection efforts, including collaboration with partner data collection and evaluation requirements.
- Oversees management and design of database organizing all project contacts on the project, state, and local levels.
- In collaboration with external evaluator, co-develop a data collection protocol that facilitates the collection of data from external partners and internal Family Voices staff.

External Partnerships and Communications:

- In collaboration with Got Transition and UMKC, oversees design and development of project website, social media plan, and mobile application.
- In collaboration with Got Transition and UMKC, co-designs and facilitates community of practice teams.
- In collaboration with Waisman Center, co-designs and implements a transition ECHO.
- In collaboration with UMKC, Waisman Center, and Got Transition, co-designs transition resource kits for families.
- In collaboration with SPAN, oversees design and implementation of youth steering committee.
- Designs and implements systems to manage consistent and frequent communication and collaboration with external entities.

Other responsibilities, as needed.

- Under supervision, the individual will engage in other tasks and projects that support the overall quality of the project as they relate to Family Voices' mission.

Qualifications and Skills:

- Minimum of five years of project management experience, preferably at the state or national level.
- Proven experience in designing, implementing, and launching broadscale multimedia and/or public service communications.
- Team-oriented working style with strong attention to collaborative approaches to completing activities and achieving project goals.
- Written and oral communication skills with attention to correctness and accuracy.
- Ability to be flexible, proactive, resourceful, and efficient with a high level of professionalism.
- Highly organized and detail oriented.
- Skills and experience in the effective use of technology to get high-quality work done efficiently as well as willingness to learn new technologies.
- Experience using various social media platforms.
- Familiarity with data collection and analysis tools.
- Experience in data collection, analysis, and data presentations.
- Demonstrated willingness and ability to work independently in remote work setting, as part of a national team.
- Minimum bachelor's degree and 5-10 years of related experience.
- Hiring preference is given to family caregivers of children with special health care needs.

Interested applicants are encouraged to submit a cover letter and resume to:

Application_Director_ACL_Project@familyvoices.org.

Family Voices is an equal opportunity employer.

We provide equal employment opportunities to all employees and applicants and prohibit discrimination and harassment of any type without regard to race, color, national origin, religion, age, sex (including pregnancy, gender identity, or sexual orientation), parental status, disability status, genetic information (including family medical history), military service, political affiliation, or other non-merit-based factors. We recruit, train, compensate, and promote regardless of these factors.

At Family Voices, we pride ourselves on striving toward ongoing inclusivity, equity, diversity, and belonging. These concepts are more than just a commitment at Family Voices. Instead, they form the foundation of what we do. We are fully focused on equity and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other fascinating characteristics that make us different.

Family Voices believes that these factors are essential to the quality of our work on behalf of children and youth with special health care needs and their families.