



## JOB DESCRIPTION

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:** FELSC Project Coordinator

**Reports to:** FELSC Project Director

**Summary:** The Project Coordinator works as part of a team to support, coordinate, or manage activities under Family Voices projects.

**Position Status:** Full time with benefits; FLSA Non-Exempt

**Salary:** \$20.43 - \$22.84 per hour

**Work Location:** Remote, with some travel to in-person conferences/staff meetings

## RESPONSIBILITIES AND DUTIES

### Overall:

- Manage and lead assigned projects, specifically:
  - Carry out project workplan and deliverables in collaboration with a team.
  - Provide technical assistance (TA) and mentoring to network of family leaders in state, territories, and tribes.
  - Track and report TA, presentations, and other activities into Salesforce database weekly.
  - Represent and promote Family Voices in national settings through membership on committees, conference calls, and through presentations.

- Establish and conduct positive relationships with project partners, consultants, network, affiliate organizations, and other collaborators.
- Organize and facilitate meetings and activities to support community and stakeholder partnerships.

**Family Engagement and Leadership in Systems of Care (FELSC) Project:**

- Write and edit materials for public dissemination through social media, newsletters, listservs, and the website.
- Assist with the following tasks:
  - preparation and submission of project reports, bimonthly staff reports to the FV Board of Directors, and other reports as needed.
  - completion of project evaluation activities.
- Provide support with tasks relating to environmental scan, including:
  - identification of best practices for family engagement,
  - development of focus group guides and the facilitation of focus groups,
  - survey design, collection, analysis, and dissemination of findings.
- Support the development and facilitation of:
  - the Diversity, Equity, Inclusion, and Accessibility (DEIA) Academy
  - a Cultural Responsiveness Committee (CRC).
- Engage in partnership activities promoting FV Family Engagement Resources.
- Attend quarterly Project Advisory Committee (PAC) calls.
- Develop task force job descriptions and attend monthly meetings.
- Assist with Regional calls by recruiting and selecting coordinators, attending calls to provide updates, and supporting regional coordinators as needed.
- Contribute to the planning and execution of Family Voices':
  - Family Leadership Development Program
  - annual Learning Collaborative,
  - Peer-to-Peer matching,
  - yearly convenings and semiannual conference.
- Facilitate peer matching opportunities for Family-to-Family organizations (F2Fs) and Family Voices' Affiliate Organizations (FVAOs).

Perform other duties and work tasks necessary and required for successful and efficient project management and achievement of Family Voices goals and objectives.

**REQUIREMENTS**

- Experience supporting families seeking assistance with their CYSHCN and leading family-led projects.
- Demonstrated willingness and ability to work independently in a virtual work environment, and as part of a national team.

- Excellent organization and communication skills; ability to set and adjust workload priorities daily.
- Ability to be flexible, proactive, resourceful, and efficient with a high level of professionalism.
- In-depth understanding of entire MS Office suite; skills and experience in the efficient use of technologies related to project tasks.
- Bachelor's degree and 2 years of related experience, or 5-10 years of related experience.
- Preference will be given to multilingual applicants and those with lived experience as a caregiver of children with special health care needs.

*Family Voices provides equal employment opportunities to all employees and applicants for employment and prohibits 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.*

*These protections apply to all management practices and decisions, including recruitment and hiring, promotions and training, and career development programs. Consistent with these obligations, Family Voices also provides reasonable accommodations to employees and applicants with disabilities and for sincerely held religious beliefs, observances, and practices.*