



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:	Project Coordinator
Reports to:	Director of Programs
Summary:	The Project Coordinator works as part of a team to coordinate and manage activities across agency projects.
Position Status:	Full time with benefits; FLSA Non-Exempt
Salary:	\$20.43 - \$22.84 per hour
Work Location:	This is a remote position with responsibilities located primarily in a remote home office.

RESPONSIBILITIES AND DUTIES

Project Coordination:

- Manage and lead assigned project activities, specifically:
 - Carry out project work plans and deliverables in collaboration with a team.
 - Establish and conduct positive relationships with project partners, consultants, network and affiliate organizations, and other collaborators.
 - Design, organize, and facilitate meetings and activities to support community and stakeholder partnerships.
- Represent and promote Family Voices in national settings through membership on workgroups and committees, formal and ad hoc meetings, and through presentations to various groups.
- Support the development and facilitation of Cultural Responsiveness Committees (CRC) across projects.

Project Coordination (fiscal/administrative related):

- Provide necessary logistical support, including:
 - Scheduling meetings.
 - Finding sites for in-person meetings.
 - Setting up Zoom links for meetings, focus groups, etc.
- Provide administrative assistance, including:
 - Recording, disseminating, and filing notes from meetings.
 - Taking detailed notes for key informant interviews.
 - Tracking stipends paid to research participants and others.
 - Ensuring proper citations for documents.
 - Maintaining up to date project files within existing organizational records, including Microsoft Teams site, to assure current information is available to all project staff on a timely basis.

Communications:

- Write and edit materials for public dissemination, including culturally responsive, family-friendly materials.

Data Collection and Reporting:

- Track and report technical assistance, presentations, and other activities using electronic databases.
- Provide data collection support; follow-up with survey participants.
- Maintain database for family leaders, family engagement, family-to-family services, as well as equity literature and resources.
- Analyze qualitative data and summarize themes identified for evaluation reports.
- Assist in the preparation and submission of all project reports, bimonthly staff reports to the board, and other reports as needed.

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

REQUIREMENTS

- Experience supporting families seeking assistance with their children and youth with special health care needs and disabilities, 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.
- Minimum of 5-10 years of related experience, or a 4-year degree and 2 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.