



APRIL is a membership organization dedicated to advancing the rights of people with disabilities living in rural America. We strive to cultivate a culture of inclusivity throughout our organization which reflects that of our membership. We believe that diversity is an asset to be valued and respected. APRIL recognizes the uniqueness of each individual and uplifts the characteristics and intersectionality of characteristics within the human experience.

Position Title: Program Manager

Reports To: Executive Director

Pay: \$24.04 to \$27.56

Classification: Part-Time (up to 30 hours per week)

Additional Information: Remote, Non-Exempt (hourly), vacation/sick time off; generous holiday leave, retirement, and life insurance

Position Summary:

This position is responsible for the implementation of APRIL's Peer-to-Peer Mentoring Program and training needs. Additionally, this position assists with our annual conference Audio-Visual, technical needs, distribution of, and summation of, evaluations. This position works with contracts with regards to specific training and technical assistance identified within a contract. The individual in this position will serve as a role model for people with disabilities as well as an advocate for disability rights and justice.

ESSENTIAL FUNCTIONS *(with or without reasonable accommodation)*

- Host and facilitate webinars, peer support calls, training and technical assistance, etc. with membership or funding sources
- Develop and implement a process for Peer-to-Peer assistance
- Develop and implement a training and technical assistance plan
- Develop and implement needs assessment, satisfaction surveys, to determine membership priorities
- Assist in the coordination of AV and technical needs of the annual conference
- Collect, analyze and report the annual conference session evaluations and ensure each presenter receives their evaluations in their entirety

- Represent APRIL and the disability community on various meetings
- Collaborate with APRIL staff members in carrying out the Mission and Vision of APRIL
- Participate in community events and public relations efforts, including public speaking
- Attend staff meetings and participate in development opportunities
- Complete APRIL and grant reports in a timely and accurate manner
- Travel as needed

QUALIFICATIONS

A relevant bachelor's degree is required (or full-time relevant experience may be substituted on a year for year basis) and two years' experience with program implementation and providing training to diverse populations. Specific qualifications include:

- Knowledge of disability rights, Independent Living Philosophy, CILs, SILCs, and DSEs
- Ability to exercise initiative, ingenuity, and sound judgment
- Strong organizational and customer service skills, attention to detail
- Ability to network with individuals and groups of diverse populations
- Experience in the delivery of presentations and leading groups
- Leadership and interpersonal skills with diverse peers, consumer base, other staff members and management
- Able to function independently and adapt readily to multiple deadlines.
- Computer proficiency
- Effective written and oral communications skills
- The ability to interact personally with people, businesses, and service organizations on all levels

PREFERRED QUALIFICATIONS

- Multi-cultural
- Personal experience with a disability

APRIL is an Equal Opportunity Employer

TO APPLY: Please email your cover letter and resume to Joan LaBelle, Executive Director at jlabelle@april-rural.org