

# Job Description

**Position Title:** Project Coordinator – Disaster Resiliency and Disability Inclusion

**Reports to:** Executive Director, Texas State Independent Living Council (TXSILC)

**Location:** Texas Gulf Coast Region (Greater Galveston, Greater Houston, Beaumont); hybrid with some statewide travel

**Employment Type:** Full-time, fully remote, grant-funded

## About the Project

The Texas State Independent Living Council (TXSILC) has been awarded funding to lead a collaborative effort with Centers for Independent Living (CILs), disability organizations, and emergency management partners to strengthen disaster preparedness, response, and recovery for Texans with disabilities. People with disabilities are disproportionately impacted during disasters, and this project will ensure their voices, needs, and solutions are at the center of planning. Through a peer-led, consumer-informed model—including a “train the trainer” approach—we will build tools, systems, and networks that increase safety, equity, and resiliency across the Gulf Coast region.

## Position Summary

The Project Coordinator will be responsible for coordinating all aspects of this multi-partner initiative. This includes facilitating communication among project partners, supporting consumer engagement, coordinating training and meetings, tracking timelines and deliverables, and ensuring accessibility and inclusion are embedded in all activities. The ideal candidate is highly organized, values disability leadership, and has experience in project management, community engagement, or disaster preparedness.

## Key Responsibilities

- **Project Coordination & Oversight**
  - Manage day-to-day operations of the grant-funded project.
  - Track timelines, deliverables, and reporting requirements.
  - Maintain clear communication with TXSILC leadership, CILs, and community partners.
- **Partnerships & Collaboration**
  - Serve as primary point of contact for project partners including CILs, disability organizations, emergency managers, and state/national collaborators.

- Support the development of a coordinated network of disability-led disaster resiliency partners.
- Facilitate cross-state collaboration with Louisiana, Oklahoma, and New Mexico SILCs.
- **Consumer Engagement & Training**
  - Coordinate the “train the trainer” program, ensuring consumers with disabilities are trained as peer educators.
  - Support accessibility of all meetings, training events, and materials (universal design, plain language, multiple formats).
  - Organize community input sessions and integrate consumer feedback into project activities.
- **Documentation & Reporting**
  - Collect and maintain data on project activities, outcomes, and participant feedback.
  - Prepare progress updates and required grant reports.
  - Assist in documenting resources, needs, and lessons learned to ensure sustainability beyond the grant period.
- **Communications & Outreach**
  - Develop accessible outreach materials in collaboration with TXSILC staff.
  - Promote training opportunities, events, and project outcomes through appropriate channels.
  - Support education and awareness on disability-inclusive disaster preparedness.

## Qualifications

### Required:

- Knowledge and experience in disaster preparedness, response, and recovery.
- Bachelor’s degree in public administration, social services, emergency management, disability studies, or related field; OR equivalent combination of education and relevant experience.
- At least 2 years of experience in project coordination, community engagement, or program management.
- Strong organizational skills with ability to manage multiple priorities and deadlines.
- Commitment to disability rights, equity, and independent living philosophy.
- Excellent communication skills (written, verbal, and cross-cultural).
- Proficiency with Microsoft Office/Google Suite and virtual meeting platforms (Zoom, Teams).

### Preferred:

- Lived experience with disability or close connection to the disability community.
- Experience working with Centers for Independent Living or disability-led organizations.
- Experience in training coordination, facilitation, or curriculum development.
- Knowledge of building accessibility for people with disabilities.

- Bilingual (English/Spanish or English/ASL).

## Compensation & Benefits

- Salary: Commensurate with experience and grant budget
- Benefits: Health, dental, vision, retirement plan, and paid leave

## About the Organization

Texas State Independent Living Council (TXSILC) strives to ensure that individuals with disabilities (consumers) can choose how and where they live, enhancing their freedom, quality of life, and independence. The Council organizes the community in developing the state plan for independent living, a living document that includes funding and programmatic decisions. To cultivate continuous improvement, the council engages the community to monitor and evaluate the plan while organizing a needs assessment for the next plan. Essentially the Council puts the “nothing about us without us” theme into action so that all decisions are made by and for disability consumers. One of the main themes in the state plan is disaster resiliency.

## To Apply

Submit a cover letter, resume to [maria@@txsilc.org](mailto:maria@@txsilc.org). Applications will be reviewed on a rolling basis until the position is filled. Candidates will be required to provide 3 references and information for a background check.