



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: Manager of Program Development and Technical Assistance

Reports To: Executive Director

Pay: \$53,000 annually

Position Type: Full-Time, Exempt

Location: Remote with occasional travel

Benefits: APRIL offers competitive benefits with health, dental, vision, life, contribution to a retirement plan, generous leave, and other incentives.

Position Summary:

This position works under various funded contracts with regards to specific training and technical assistance identified within a contract, this includes working with indigenous and marginalized communities. This position works closely with Program Outreach and Advocacy Manager. Additionally, this position assists with our annual conference with substantial responsibilities for coordinating Audio-Visual, technical needs, summation and distribution of evaluations as well as other duties as assigned. 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)*

- Research grant opportunities and develop proposals for possible funding in close coordination with Executive Director and other team members as appropriate
- Host and facilitate webinars, peer support calls, training and technical assistance, etc. with membership or funding sources
- Host/coordinate meetings of the Community of Practice cohort, stakeholders, etc. as needed.

- Participate in regular project-level strategic planning meetings of the Independent Living Training and Technical Assistance Center to ensure that Workplan deliverables are being met as well as the perspectives and priorities of APRIL's membership are considered when drafting long-range planning
- Develop and implement a training and technical assistance plan (can also include needs assessments and satisfaction surveys to membership)
- Coordinate with staff the AV and technical needs at the annual conference
- Collect, analyze and develop reports of the annual conference sessions
- Represent APRIL and the disability community at various meetings
- Carry out the Mission and Vision of APRIL
- Work collaboratively to build and implement programs that reflect organizational strategic goals
- Participate in community events and public relations efforts, including public speaking
- Attend staff meetings and participate in development opportunities
- Track deliverables in Workplans, ensure contractual obligations are met; complete APRIL and grant reports in a timely and accurate manner
- Manage projects as assigned
- Manage office in Executive Director's absence
- 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 indigenous and marginalized communities. 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 and effective written and oral communications skills
- The ability to interact personally with people, businesses, and service organizations on all levels

PREFERRED QUALIFICATIONS

- Personal experience with a disability
- **BIPOC, Indigenous, Multi-cultural strongly encouraged to apply**

This position remains open until filled.

Filling this position is of the utmost priority.

TO APPLY: Please email your cover letter and resume to:
Elissa Ellis, Executive Director at eellis@april-rural.org