



Michigan Alliance for Families is hiring!

Are you the parent or close family member of a child with a disability who has received early intervention or special education services? Are you interested in providing information and support to other families around special education issues and the transition to adulthood? Then consider joining the team in our Training Department.

Michigan Alliance for Families (MAF) is our state's federally funded Parent Training and Information Center. We are a Michigan Department of Education IDEA Grant Funded Initiative.

Transition Specialist

Part-time position; 20 hours per week; \$20 per hour
Remote work, some travel required

Please e-mail your cover letter and resume to Kanika Littleton at kanika@michiganallianceforfamilies.org by September 30, 2022.

Requirements: Michigan Alliance for Families staff must have a child or close family member with a disability who is receiving or has received early intervention or special education services; needs strong connections to community resources, excellent interpersonal, communication (written and verbal) and computer skills. Applicants must be highly motivated, be able to work independently and with teams. Bi-lingual individuals are encouraged to apply.

Please see the job description, requirements, and responsibilities below.



Transition Specialist Job Description

The purpose of the Transition Specialist is to serve as the primary expert on the transition process for students with disabilities at Michigan Alliance for Families (MAF). The Transition Specialist will develop and build content (website, videos, and learning opportunities) to support families and youth for the transition to adulthood, stay current on laws and resources related to transition, and present Learning Opportunities to diverse audiences across the state.

Position requirements:

- Parent or family member of a child with a disability who is receiving or has received early intervention or special education services and support
- Good understanding and experience interacting with special education system
- Strong community connections
- Knowledge and understanding of local, county, regional, state and national resources related to the process of transition to adulthood and adult services
- Experience in project management; time management skills, prioritizing multiple projects, collaborating with stakeholders
- Hands-on experience with presentation/content/product development; understanding of how to distill information and share in an engaging and meaningful way
- Ability to collaborate and work with diverse populations
- Strong interpersonal, oral and written communication skills
- Strong computer skills including proficiency with Microsoft Office Suite or related software, experience with online meeting platforms, such as Zoom; reliable internet connection
- Good organizational skills and attention to detail
- Must be an independent, self-motivated worker as well as an effective team member
- Enthusiasm for lifelong learning
- Valid driver's License and reliable transportation
- Bachelor's degree or higher in education, social science, human services, or related field required
- Travel across the state may be required

Description of responsibilities:

- Structure, develop, and create functional and engaging content for families and youth / young adults to learn more about transition to adulthood for students with disabilities
- Lead development of comprehensive transition website that ties together big concepts and creates a hierarchy for families to deep dive into transition information
- Videos to complement and supplement written content and engage learners
- Develop content and deliver Learning Opportunities to families across Michigan related to transition in person and through virtual platforms
- Staff development to keep staff current on all things related to transition
- Collaborate with partners who support young adults as they transition to adulthood