



## Michigan Alliance for Families is hiring!

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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? Then consider joining the team in our Information and Referral Office.

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.

### **Virtual Meeting Support 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](mailto: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; 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.*



## Virtual Meeting Support Specialist Job Description

**The purpose of the Virtual Meeting Support Specialist is to provide support for Michigan connections for families across the state for families whose children receive, or may be eligible to receive, early intervention or special education services.**

### 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 of special education system
- Good communication, speaking, writing, and listening skills
- Good organizational skills and ability to problem solve
- Ability to work with diverse populations
- Strong computer skills and understanding of platforms like Zoom and Go To Webinar
- Computer skills: proficient in data entry and use of Microsoft Word, Excel, Outlook, and the internet
- High speed internet access
- Must be an independent, self-motivated worker as well as an effective team member

### Description of responsibilities:

- Host virtual learning opportunities
- Provide technical assistance for presenters and attendees
- Collect and distribute reports related to virtual meetings
- Provide information, resources, referrals, and follow-up to attendees
- Assistance and consultation as requested with Regional Parent Mentors and management team
- Collaborate with the I&R team to ensure consistent and updated information and use of best practices
- Complete all necessary documentation to document contacts, expenses and time sheets and other activities by the designated due dates provided by the executive director
- Input data collected into an online database in a timely manner
- Work in collaboration to document impact, make recommendations for improvement, and identify emerging needs
- Travel to Lansing
- Participation in on-going learning to update skills and acquire new knowledge
- Other duties as deemed necessary and/or appropriate by the management team