



Massachusetts PIRC

Parent Information & Resource Center

POSITION VACANCY

PIRC Services Coordinator

Massachusetts PIRC is a federally funded statewide Parent Information and Resource Center which provides information, resources and supports to families, schools, communities and other organizations about family and community engagement in education and educational reform under the *Elementary and Secondary Education Act*. The PIRC Services Coordinator is responsible for coordinating PIRC services; maintaining resource materials; providing information and resources to families, communities, organizations and schools; maintaining database of the dissemination of services and resources; and, supporting the development of PIRC publications and materials. Visit www.masspirc.org to learn about the services provided by Mass PIRC.

Responsibilities:

PIRC Services: Initiation, Organization and Development

- Oversee the coordination of family and professional workshops and events which includes scheduling dates, arranging for Mass PIRC trainers, confirming with sponsors and other related logistics.
- Collaborate with Education and Outreach Specialists in the preparation of overheads, PowerPoint presentations and other materials needed for workshops and outreach efforts.
- Manage the preparation and compilation of materials needed for workshops, events and other related activities.
- Coordinate the work of a Project Assistant in the completion of presentation materials and resources.
- Ensure that events, materials, and completed evaluations are catalogued and maintained using Mass PIRC data collection system and filing system.
- Coordinate and maintain PIRC databases for mailings, events and outreach activities.
- Maintain training calendars and resource links on all PIRC related Web sites.

Resources: Cataloging, Maintaining and Sharing

- Assist in researching and maintaining community, agency, and other related state and national resources related to education and parent involvement for diverse audiences.
- Coordinate publication development logistics with Mass PIRC staff, graphic designers, translators, printers for publications.
- Coordinate the dissemination of quarterly issues of Mass PIRC *Bulletins*, *Pointers* and other materials for mailings and electronic distribution.
- Assist in dissemination of targeted outreach and mailings.
- Respond to requests for information via in-person contact, telephone, mail, and email.
- Promote Mass PIRC and its services through public awareness activities, including but not limited to representing Mass PIRC at meetings, conferences, resource fairs and other events.

PIRC Planning, Development and Evaluation

- Contribute to the development of Mass PIRC materials (i.e. writing, editing, and proof-reading).
- Work with staff to complete Mass PIRC activities.
- Maintain accurate and updated information on families, schools and communities via data collection system.

- Assist in the compilation of the Annual Performance Report and other required federal documentation of services.
- Participate in PIRC staff, Federation staff and other meetings as needed.
- Recruit and supervise interns to assist with Mass PIRC projects.
- Assist in telephone/reception coverage for Federation as requested by supervisor.
- Perform other tasks and assume other responsibilities as assigned by supervisor.

Qualifications:

- Excellent organizational, problem solving skills and willingness to learn.
- Ability to handle multiple and changing priorities and work both independently and as part of a team in a fast-paced environment
- Proficient in PC-based computer skills, including use of email, internet, Microsoft Office programs Word, Excel, Access and Power Point.
- Database experience preferred.
- Strong written and oral communication skills.
- Knowledge and experience researching resources about education, family engagement and other related topics.
- Available to work occasional evening and weekend hours.
- Bachelor's Degree preferred. Experience may be substituted for academic preparation.

Position is salaried for 1.0 FTE and is supervised by the Mass PIRC Director.

Please send cover letter and resume to Margaret C. O'Hare, Mass PIRC Director at mcohare@fcsn.org by August 6, 2010.

Mass PIRC is a project of the Federation for Children with Special Needs.

The Federation is an Equal Opportunity/Affirmative Action Employer.

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