

<b>Job Title</b>	Senior Project Coordinator
<b>PVN ID</b>	HC-2002-003525
<b>Category</b>	Instruction and Social Service
<b>Location</b>	HUNTER COLLEGE
<b>Department</b>	Office of the Provost
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 13, 2020 (Or Until Filled)

## General Description

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### Overview

The “Supported Decision-Making New York” or “SDMNY” project ([www.sdmny.org](http://www.sdmny.org)) seeks a full-time Senior Project Coordinator. This innovative, five-year consortium pilot project led by Hunter College and funded by a grant from the NYS Developmental Disability Planning Council (DDPC), and implemented in partnership with the NY Alliance for Inclusion and Innovation, the Arc Westchester, and Disability Rights New York, is entering its fifth and final year (April 1, 2020 to March 31, 2021) and seeks an experienced program manager to oversee the completion of its project-wide goals through the project’s conclusion and possibly beyond, in subsequent iterations of this pilot project.

These include ensuring that the 135 persons with intellectual and/or developmental disabilities (I/DD) (referred to as “decision-makers”) who have signed up to participate in SDMNY across its 5 pilot program sites both complete the 3-phase facilitation process developed by the SDMNY partners, and in so doing, execute their “supported decision-making agreements” (SDMAs) before the grant’s conclusion. This pilot project on supported decision-making (SDM) is the largest of its kind in the United States, and requires an experienced administrator to oversee the project’s efforts to wind up activities as well as to implement systemic change activities aimed at promoting policies and practices that will lay the groundwork for a robust post-grant supported decision-making practice in New York State.

The successful applicant will be primarily located on the 5<sup>th</sup> Floor of the Silberman School of Social Work (2180 Third Ave, Room 537, New York, NY), will report directly to the SDMNY Project Director, CUNY University Professor and CUNY Law School Dean Emerita Hon. Kristin Booth Glen, and be responsible for supervising the NYC Site Coordinator (who is responsible for supervising 5 paid mentors and a 50-person corps of volunteers) and the Grant Project Assistant, as well as coordinating with the SDMNY project leads from the NY Alliance for Inclusion and Innovation, and Disability Rights New York to ensure smooth implementation of all aspects of the project.

# Role & Responsibilities

The successful applicant's responsibilities include but are not limited to the following:

- Coordinating day-to-day administrative duties, based on the Project Director's guidance and project goals;
- Collecting, compiling, and presenting data on program activities, including event information, number of participants reached, demographic information, etc. for and preparing and revising, as necessary, quarterly reports to DDPC, and providing updates to DDPC as requested;
- Reviewing and approving invoices, reimbursement requests and expenses; overseeing procurement process; and ensuring compliance with DDPC's guidance on allowable and non-allowable expenses, as well as other applicable federal and state policies regarding expenditures;
- Drafting and monitoring implementation of Scopes of Work with SDMNY partners and subcontractors, including by using project scheduling and control tools to monitor project plans, budgets and expenditures;
- Ensuring active engagement with and consultation of self-advocates to inform the direction and design of project activities;
- Conducting quality control activities regarding Facilitators and Mentors' performance, including using sdmny.org to track and report progress of Facilitators and Decision-Makers across the SDMNY project's 5 pilot sites, and where necessary, to intervene to overcome obstacles;
- Responding to inquiries from outside stakeholders about the project and interfacing with persons with I/DD, parents, guardians, and other project stakeholders, including by giving information sessions, presentations, talks, one-on-one consultations, etc. in the community;
- Educating key stakeholder groups about supported decision-making and SDMNY;
- Supervising the updating and maintaining a website featuring a database of educational and training tools on SDM, as well as project news and updates, developing infographics, flyers, and other informational materials, and disseminating these materials through SDMNY's social media accounts;
- Maintaining and safely storing confidential or sensitive information about program participants;
- Liaising with the SDMNY project evaluator, the Burton Blatt Institute; and
- Organizing and coordinating quarterly teleconferences with the Advisory Council.

## Other Duties

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## How to Apply

The successful applicant will submit a resume, cover letter, and two professional references. Applications will be reviewed on a rolling basis. Shortlisted applicants will be asked to attend an in-person interview with SDMNY personnel at 2180 Third Ave, Room 537, New York, NY.

Persons with disabilities, as well as family members of persons with disabilities, are strongly encouraged to apply.

## Qualifications

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# Core Competencies

- Demonstrated experience working closely with people with intellectual and/or developmental disabilities strongly preferred;
- Ability to collaborate closely with and facilitate consultations with self-advocates;
- Demonstrated experience or detailed knowledge of disability rights advocacy, topics, and related practices, strategies and concepts, as evidenced by study, training, certifications, prior instructional, counseling, or technical experience, etc.;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicate effectively with and convey simple to complex concepts, processes, and practices to peers, supervisors, sponsors, administrators, and, when appropriate, the public;
- Ability to listen and respond to the concerns/ideas of others;
- Ability to work under deadlines, with changing priorities, and on multiple projects;
- Ability to respond calmly to emergencies and to fashion solutions to programmatic, administrative, or technical problems;
- Ability to seek assistance when needed;
- Ability to write clearly and produce/edit accurate, well-organized, and understandable reports;
- Knowledge of major computer software used in technical support of the project, including Microsoft Word, Excel, and PowerPoint, as well as Adobe and WordPress, and Canva.com or equivalent web-based infographic designing tools;
- Ability to use computer or other systems to accurately log and monitor inventories, to securely store equipment, and to comply with other security protocols;
- Ability to participate in and lead trainings of varying complexity, and, in turn, train others in new or upgraded theories, techniques, applications, practices, etc.;
- Ability to communicate effectively across diverse populations, orally and in writing;
- Ability to coordinate the work of others on a team, as well as work independently;
- Passion for social justice and human rights; and
- Sense of humor and patience.

# Qualifications

- A Master's or other advanced degree in a related field of study from an accredited institution, an appropriate certification of specialization, and three (3) years of experience performing responsible project management work, preferably in the field of persons with I/DD or other historically marginalized populations, of which preferably two years (2) involved supervising the related work of others; AND
- Possession of the core competencies determined to be required at the time of hire; AND
- Willingness to learn and to comply with all Research Foundation policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment; AND
- Bilingual (Spanish, or other languages), preferred.