



AAPD Programs Coordinator

Organization Overview

The American Association of People with Disabilities (AAPD) is a convener, connector, and catalyst for change, increasing the political and economic power of people with disabilities. As a national cross-disability rights organization, AAPD advocates for full civil rights for the 60 million Americans with disabilities by promoting equal opportunity, economic power, independent living, and political participation. To learn more about AAPD's work, mission, and values, go to www.aapd.com.

Our team is steadfast in our mission to empower our disability community through thoughtful, innovative, and proven strategies. We are looking for someone with a passion for strengthening initiatives in a meaningful and collaborative setting. AAPD is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. Applicants with disabilities, especially AAPD program alumni, are especially encouraged to apply.

Job Summary

- **Position Type:** Coordinator
- **Job Type:** Full-time
- **Reports To:** Programs Director
- **Location:** Flexible
- **Salary:** \$55,000 - \$70,000
- **Start Date:** June 2023

In this role, the AAPD Programs Coordinator will coordinate three AAPD programs: the Alumni Network, Disability Mentoring Day (DMD), and the NBCUniversal Tony Coelho Media Scholarship. The Coordinator will focus on strengthening the three initiatives by creating spaces and opportunities for program participants to build community connections and participate in AAPD events that will advance their career aspirations. The Coordinator will also develop and sustain relevant external partnerships to engage with their programs. Lastly, in conjunction with the Communications and Programs team, the Coordinator will uplift and amplify the achievements and stories of our program participants. The Programs Coordinator will demonstrate a strong understanding of community building and outreach efforts.

Roles and Responsibilities

General Programs Duties

- Develop and execute recurring events within each initiative focused on community building, career development, and skill building throughout the year
- Identify professional development opportunities for program participants such as serving as subject matter experts, presenters, panelists, blog post authors, and more
- Build relationships with post-secondary education institutions (such as universities, community colleges, transition programs, etc), youth or young adult-serving disability organizations, student-led or youth groups, and other relevant organizations to strengthen AAPD's recruitment efforts
- Build and sustain external partners to engage them in our program initiatives (examples include guest speakers, mentors, placement sites)
- Communicate with the program participants regularly with opportunities and resources (e.g. Alumni Newsletter, LinkedIn groups, etc)
- Develop evaluation tools to measure success and impact of the programs
- Create a strong web and media presence in collaboration with the Communications team
- Other work assigned by the Programs Director

Alumni Network

The Alumni Network consists of program alumni from the AAPD Internship Programs, NBCUniversal Tony Coelho Media Scholars, Fannie Lou Hamer Leadership organizers, and Paul G. Hearne Emerging Leader Awardees, as well as alumni from now inactive AAPD programs.

- Expand and sustain outreach efforts to connect with program graduates of the Alumni Network with AAPD and the greater disability advocacy community
- Identify, communicate, and plan a variety of in-person, remote, and hybrid community events and professional development opportunities between alumni and partners
- Manage and engage the Alumni Network Ambassadors Council on a quarterly basis
- Establish and maintain a recurring method for alumni to share updates with the AAPD community and recognize their achievements
- Establish a method for alumni to share feedback and other opportunities

Disability Mentoring Day (DMD)

Disability Mentoring Day is a large-scale national effort coordinated by AAPD to promote career development for students and job-seekers with disabilities through career exploration and ongoing mentorship relationships. While DMD has been and continues to be officially recognized on the third Wednesday of October, the program has been expanded to be a year-round initiative.

- Coordinate DMD's national mentorship program across the country with coordinators to put on virtual, in-person, synchronous, and asynchronous events to connect students and job-seekers with disabilities with career exploration opportunities
- Create events and activities in October for National Disability Employment Awareness Month and DMD to recognize the significant contributions of disabled employees in the workplace
- Recruit and maintain an outreach and partnership database of DMD Coordinators to participate on National Disability Mentoring Day
- Develop and disseminate guidance and resources for companies, organizations, vocational rehabilitation and other agencies to independently host their DMD events in their local, state, or federal levels
- Host and coordinate biannual (twice a year) fairs in the Spring and Fall to facilitate job opportunities for students and job seekers with disabilities

NBCUniversal Tony Coelho Media Scholarship

In partnership with NBCUniversal, the NBCUniversal Tony Coelho Media scholarship recognizes eight current undergraduate or graduate students who are pursuing a career in the media, entertainment, and communications industries. The scholars are passionate and committed to authentic storytelling and representation of people with disabilities.

- Recruit, review applications, and interview candidates for the scholarship
- Host quarterly calls with the NBCUniversal Tony Coelho Media scholars to foster a community of disabled professionals in the communications, media, and entertainment industries
- Process scholarship disbursements
- Notify scholars' universities and other relevant press regarding their award

Qualifications

- Strong communication skills
- Great organizational skills to maintain online records and files in an efficient and comprehensive manner
- Prior experience with social media and experience with building online engagement through various platforms such as Discord, Twitter, Slack, etc. AAPD's current social channels include Facebook, Instagram, Twitter, and LinkedIn
- Creative thinking and innovative solutions to determining how to better engage with various partners and community members
- Ability to be resourceful, practical and decisive in planning and executing activities
- Ability to work collaboratively in a team and also work productively and independently on assignments
- Proficient in Google Suites, Microsoft Office, Slack and ability to learn how to use new online management tools
- Two years of cumulative relevant experience (paid and unpaid)

Application & Interview Process

Please submit your application materials on the following [job application link](#), including:

- Resume
- Short Answer Questions in lieu of a cover letter (see below)

Short Answer Questions. The recommended length is 150-300 words per question except for question #4:

1. Why are you interested in this role and in working for AAPD?
2. Please share any past experiences around planning and executing virtual events where people connected with each other.
3. Please describe a past situation where you have done activities on an initiative similar to the duties described, particularly around relationship building, outreach, and/or coordination. Be sure to include specific skills or knowledge you used.
4. Does the salary range of \$55,000 - \$70,000 align with your expectations? Please feel free to explain further.

If selected for an interview, the candidate will participate in a 45-minute interview with the Programs Director and Operations Director. If moved forward, the candidate will submit two professional references and undergo a reference check. Then, the candidate will have a final 15-30 minute interview with the President & CEO.

All applicants will be notified of a decision.

If you have any inquiries, please email jobs@aapd.com with the subject line "Programs Coordinator Inquiry."

AAPD will accept applications on a rolling basis until June 5, 2023 at 11:59pm ET.