Strategic Initiatives Program Education Coordinator

Organization
Currently in our 20th year, NEXT for AUTISM transforms the national landscape of services for people with autism by strategically designing, launching, and supporting innovative programs.

While many organizations engage in advocacy or fund scientific research, NEXT For AUTISM addresses the needs of people with autism and their families across the country right now. We create and support exceptional, innovative educational, clinical, and vocational programs, intending to affect fundamental shifts in current approaches to autism services. For more information, visit www.NEXTforAUTISM.org

Position
The SI Program Education Coordinator is responsible for supporting the Strategic Initiatives team with the design, development, and evaluation aspects for all adult programs. The position will support NEXT for AUTISM clients implementing products to influence LTSS, other community-based service arrangements, and outcomes for people living with autism. This position reports to the Vice President of Strategic Adult Initiatives.

Responsibilities
• Plan and implement DSP curricula and program with various community-based organizations.
• Provide client engagement and technical assistance for existing programs.
• Develop strong working relationships with clients and other key stakeholders engaged in programming.
• Manage project implementation plans and timelines.
• Conduct organizational assessments.
• Manage the eLearning and Classroom instruction process for clients.
• Manage day-to-day operational aspects of projects including meeting facilitation, documentation, meeting minutes, follow up; alert management of risks and concerns to project success.
• Support development and review of training curriculum.
• Aggregate, review, and analyze designated program data to support implementation, training, and philanthropy.
• Proactively address implementation challenges to ensure implementation success.
• Utilize data and industry knowledge to support current programs and drive creation and implementation of new program initiatives and organizational sustainability.
• Track, identify and add qualified prospects to sales pipeline. Develop and manage strategic partnerships to grow business.
• Support the evaluation of the landscape of services and programs for adults with autism to discern opportunities for implementation of NEXT for AUTISM’s mission.

Additional Duties
• Must be willing travel. Travel is expected to be up to 30-50% of the time.
• Engage as an active member of the Strategic Initiatives team to include active participation in team meetings and completion of assigned tasks for the overall success of the team and NEXT for AUTISM.
• Engage as an active member of NEXT for AUTISM’s staff, collaborating across teams to support NEXT for AUTISM’s mission.
• Support Strategic Initiatives team with Subject Matter Expertise for adult autism and behavioral health services and other community-based services at both internal and external meetings and events.
• Maintain information and current knowledge of national policy development impacting services and support for autistic individuals.
• Support NEXT for AUTISM’s projects and published content at events and conferences.
• Complete all organizational tasks as required (e.g., expense reports, calendars).
• Other duties as assigned.

Preferred Qualifications
Education
• Master’s degree in behavior analysis, psychology, education, social work, or other related fields.

Experience
• Minimum of 3 years of experience in human services, specifically related to intellectual disabilities and autism.
• Minimum of 2 years of experience in professional development and training.

Other
• Knowledge of laws, rules, and regulations related to adult services.
• Awareness of the historical context of adult services for people with disabilities.
• Ability to manage multiple projects and prioritize tasks.
• Strong written and oral communication skills.
• Proficient with the computer, Microsoft Office products, and Asana, preferred.
• Persistent optimism is required to build new organizational cultures.
• Ability to provide constructive feedback that motivates and empowers staff.
• Engaging public speaker.
• Commitment to self-determination for people with disabilities.

Working Conditions:
The team members will work remotely from their home office and community. Will be asked to travel to provider sites via automobile and be eligible for travel reimbursement. Air travel is required. Off-hour shifts as needed.

NEXT for AUTISM is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, physical and mental ability, age, or veteran status. NEXT for AUTISM is also committed to compliance with all fair employment practices regarding citizenship and immigration status. Qualified individuals with disabilities are encouraged to apply for job openings. Reasonable accommodation will be provided. All qualified applicants are encouraged to apply.

Please send cover letter and resume to jobs@NEXTforAUTISM.org. Resumes sent without cover letters will not be considered. No calls, please.

Salary Range: $55,000 - $70,000