



RAD Position Announcement

Posting Date: July 21, 2009

Apply by: Open until the position is filled

All resumes must be received in the office of RAD Board by closing of business on the above date.

Position Title: Education Coordinator (A term of two years position – 2009-2011)

Description of Duties: Under the supervision and new direction of RAD, shall report to the executive Board. All three program coordinators (Education, Outreach/Public Relations, and Development) shall carry out the effective and efficient programs by applying an innovative approach in order to help achieve the goals of the Alliance, as prescribed by the Board. Must be fully committed to RAD on a consistent basis. Must attend the strategic planning, board, delegate meetings.

Job Responsibilities & Duties:

1. To develop, plan, and implement education program activities to meet the interests and needs of RAD and Deaf/HH GLBT local chapters, organization, and communities;
2. To develop, plan, and implement leadership or team-building workshops or training for Deaf/HH GLBT communities;
3. To recruit qualified persons to be a facilitator or presenter on educational/leadership workshops;
4. To develop and disseminate the education and social resource (both written and visual) materials to meet the needs of Deaf/HH GLBT individuals for increasing their awareness and understanding;
5. To work closely with the RAD Board and other two program coordinators (Outreach/Public Relations and Development) to achieve defined goals;
6. To collaborate efforts with RAD Board in regards to education program;
7. To submit a status report to the Board, when requested.

Qualifications:

- Must be a RAD member (Regular or Associate individual) by paying annual dues [\$25.00];
- Have attended at least one RAD conference and/or full delegate meeting;
- Have served as officer and/or have committee experience in GLBT and/or non-GLBT organizations and/or communities;
- At least 3 years of experience working with Deaf/HH and/or hearing GLBT and/or non-GLBT people;
- Proven ability to effectively plan, direct, organize and administer diverse activities to ensure effective delivery of work programs;
- Demonstrates ability to build and maintain effective relationship with GLBT and non-GLBT individuals;
- High energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail, high degree of initiative;
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively;
- Strong MS Office software skills – proficiency in Word, Excel and PowerPoint and Access required;
- Ability to perform a wide variety of tasks.

Position:

This position as program coordinator is on a voluntary basis. The program coordinator shall receive free combo ticket and room at the 2011 RAD Conference in Denver, Colorado.

Submit your resume to:

Larry Pike, RAD President

Email: president@rad.org

Web: <http://www.rad.org>

Consideration/interviews will begin as soon as a list of applicants is established. Applications/resumes will be evaluated and only those substantially meeting the qualifications will be considered. Top candidates will be contacted for interviews.

Resume should include day/night time videophone number and your history of relevant experiences. A resume must be accompanied by a cover letter to explain why you are interested in the position.