



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: Outreach/Public Relations 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 achieve many 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: <ol style="list-style-type: none"> 1. To design and manage a community outreach strategy to further the Alliance’s mission and objectives; 2. To communicate with local chapters, organizations, and Deaf/HH and hearing GLBT and non-GLBT communities to determine what they want or needs; 3. To compile and disseminate news and event announcement (national, state, and local) to all chapters, organizations, and Deaf/HH GLBT and hearing GLBT and non-GLBT communities via RAD electronic subscriptions; 4. To promote the increase of awareness and understanding about the mission and goals of the Alliance; 5. To maintain networking among GLBT chapters, organizations, communities, and business sponsors; 6. To work closely with the RAD Board and the other two program coordinators (Education and Development) to achieve defined goals; 7. To collaborate efforts with RAD Board and President, conference planning committee, and webmaster; 8. To submit a status report to the Board, when requested. 	
Qualifications: <ul style="list-style-type: none"> • 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: <div style="text-align: right; margin-left: 200px;"> Larry Pike, RAD President Email: president@rad.org Web: http://www.rad.org </div>	
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.	
Non-Discrimination The Alliance shall not discriminate any person in any manner on the basis of age, sex, race, religion, citizenship, marital status, parental status, sexual orientation, gender identity and expression, national origin, disability, or any other legally protected basis. The Alliance shall comply with all nondiscrimination requirements in federal, state, or local where applicable.	