Position Title: Parent Advisor (Part-Time)
Location: Remote, hybrid, or In-office (Must reside in Colorado)
Salary: $21 per hour
Hours: 25 hours per week (including some evenings and weekends)

Job Purpose

PEAK Parent Center is seeking a dedicated Parent Advisor to join our team. At PEAK Parent Center, we empower parents of children with disabilities to navigate educational systems confidently. The Parent Advisor provides families with personalized support, resources, and strategies via phone, email, and in person. The role includes conducting trainings throughout Colorado. This position aims to enhance parents' advocacy skills and ensure they have the necessary tools for their child's educational success.

Essential Job Responsibilities

- **Provide Timely Support:** Respond promptly and empathetically to inquiries from families and others seeking assistance via phone, email, or in-person interactions.

- **Educational Advocacy:** Offer up-to-date information on special education laws and issues, empowering families to make informed decisions.
• **Strategic Problem-Solving:** Collaborate with families to develop proactive strategies tailored to their unique situations.

• **Provide Reliable and Informative Resources:** Distribute trustworthy and informative resources to families, ensuring all materials and communications uphold PEAK Parent Center's commitment to accuracy and excellence.

• **Follow-Up and Documentation:** Maintain accurate records of interactions in our Salesforce management system, ensuring comprehensive and timely documentation of all advising sessions.

• **Webinars and In-Person Training:** Develop, revise, and present webinars and in-person training across Colorado to educate families and professionals.

• **Community Engagement:** Promote PEAK branded resources through social media, workshops, and community outreach efforts.

• **Participate in Committees or Councils**—Actively participate in local and state committees or councils to advocate for and support the community's needs, ensuring our organization's presence and influence in policy-making and decision-making processes.

• **Collaboration:** Ability to collaborate with local education agencies, teachers, families, students, businesses, Vocational Rehabilitation, and related services professionals.

• **Confidentiality:** Maintain strict confidentiality regarding all family information.

• **Continued Learning:** Engage in ongoing professional development opportunities provided by PEAK Parent Center, including training sessions, webinars, and conferences, to stay updated on evolving special education laws, best practices, and community resources.
Strongly Preferred

- **Personal Experience:** A parent/caregiver of a child with a disability or a self-advocate with a disability who has navigated the special education system.

- **Bilingual Skills:** Proficiency in both English and Spanish (written and verbal)

Required Skills and Knowledge

- **Experience:** Demonstrated experience in the special education system, with a strong track record of working collaboratively with families and stakeholders to navigate educational challenges and support student success.

- **Knowledge Base:** Familiarity with special education laws, best practices in education, and community resources.

- **Cultural Competence:** Ability to provide support in a culturally sensitive manner, understanding diverse perspectives and social justice issues.

- **Communication Skills:** Strong interpersonal skills for effective communication with families, community leaders, and the public.

- **Technical Proficiency:** Tech-savvy with the ability to utilize various digital tools and platforms (Salesforce, ChatGPT, Articulate, Synthesia, Canva, etc.) to enhance work efficiency and program reach.

Other Requirements

- **Flexibility:** Availability for evening and weekend engagements.

- **Travel Within Colorado:** Attend workshops, conferences, and community events across various locations in Colorado to deliver training, provide in-person support, and engage with local communities.

- **Safety:** Adherence to safety protocols during physical job tasks and events.
How to Apply

If you have personal experience navigating the educational system for a child with disabilities and a passion for empowering other families, we invite you to apply. Please submit your resume and a cover letter outlining your relevant experience and why you are interested in joining PEAK Parent Center. Send resume and cover letter to humanresources@peakparent.org

PEAK Parent Center is committed to diversity and inclusion. We encourage individuals with disabilities and those from diverse backgrounds to apply.

About PEAK Parent Center

PEAK Parent Center is a nonprofit organization supporting parents of children with disabilities. We provide essential resources, training, and advocacy to empower families and promote positive educational outcomes for children across Colorado.