**ALIANZA LATINA APLICANDO SOLUCIONES (A.L.A.S.)**

Alianza Latina Aplicando Soluciones (A.L.A.S.) is a non-profit organization that promotes the development of persons with disabilities to their highest capacity. A.L.A.S. provides support, resources and information to individuals, parents, caregivers and community agencies.

**POSITION:** Community Parent Resource Center (CPRC) Project Director  
**REPORTS TO:** Executive Director  
**STATUS:** 12 months; salaried bimonthly; exempt  
**TRAVEL:** 20% OUT OF THE OFFICE  
**OFFICE LOCATION:** Alianza Latina Aplicando Soluciones Office.

**Required Qualifications:**
- High School Diploma
- Knowledge of the Individuals with Disabilities Education Act (IDEA, Federal special education legislation) and the regulations related to IDEA
- Parent/family member of child with a disability
- Verbal and written communication skills in English and Spanish.
- At least two years experience working with nonprofit organizations
- Ability to relate well with others and be culturally sensitive
- Flexibility to travel. (Required attendance at Region 4 Conference and National Parent and Technical Assistance Conference)
- Ability to work well independently

**Desire Qualifications**
- College Degree
- Nonprofit Management Certification
- Ability to operate Microsoft Office/Quick Books
- Strong organizational skills
- Ability to keep good records and required data

**Job Functions:**
- Plan and present workshops for parents
- Provide information & referral and individual support to families.
- Assist with collection of annual data for reports for OSEP (Office of Special Education Programs)
- Management of grant award in compliance with the Education Department’s General Administrative Regulations (EDGAR)
- Coordinates overall CPRC project implementation
- Assist NPTAC (National Parent and Training Assistance Center) with annual data collection for reports
- Develop and supervise activities to reach underserved and underrepresented families
- Assist A.L.A.S. Board with creating and/or updating Training manual, Board manual, Staff manual, and Personnel Policies
Ability to keep agency staff updated on changes in Special Education Law

- Oversees data collection, analyzes data, and makes recommendations
- Assist with fundraising efforts
- Attend Board meetings and provide updates
- Recruit and organize volunteers
- Coordinate & direct office services, such as records, budget preparation, personnel and housekeeping
- Provides training for staff/contractors, conferences, etc
- Hire, supervise, and terminate project staff & conduct annual performance reviews
- Connect with community, human and social service agencies, especially those providing services to individuals with disabilities
- Conduct federal project funds “draw downs”
- Provide project reports and financial reports to the Board of Directors
- Supervises website updates
- Other duties as required

**Compensation**
Commensurate with experience

**Application**
Send resume and cover letter to:

via email at iperez@alianzalatinawi.org or by mail
Alianza Latina Aplicando Soluciones (A.L.A.S.)
1615 S. 22nd Street, Suite 109, Milwaukee, WI 53204

In accordance with the Americans with Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.

A.L.A.S. is an equal opportunity/affirmative action employer committed to having a diverse work force. Members of minority groups and persons with disabilities are strongly urged to apply.

**Required Prior To Hire**
Reference check
Criminal background check
Proof of residency