

Outreach Project Specialist (part-time)

Major Function:

The Outreach Project Specialist is part of Quality Trust's Outreach and Development team. The Specialist will work on grant-funded projects that support and advocate for people with intellectual and developmental disabilities (IDD) and their families. Activities may include advocacy, education, resource creation, and coordination with partners in the areas of employment, family supports, improved health outcomes, self-advocacy, and more. Current projects include improving services and supports for survivors of sexual violence with IDD (#ProjectPeerToo) and outreach and education on self-advocacy for youth and young adults with IDD.

Is supervised by and reports directly to the Special Projects Coordinator.

Supervisory Responsibilities: Grant partners, as needed

Classification: Exempt

Essential Functions:

- Leads activities to implement deliverables for #ProjectPeerToo, Quality Trust's project on improving services and supports for survivors of sexual violence with IDD, funded by the US Department of Justice Office on Violence Against Women (OVW).
- Serves as primary contact to OVW, Activating Change, and #ProjectPeerToo's partner organizations, DC Department on Disability Services, DC Rape Crisis Center, and Project ACTION!
- Plans and coordinates #ProjectPeerToo Steering Committee and work group meetings.
- Represents #ProjectPeerToo at all OVW and Activating Change calls and meetings.
- Supports Quality Trust's Development Manager to identify grant opportunities that are an appropriate fit for Quality Trust and help review grant proposals.
- Tracks progress on grant deliverables and coordinates with the Special Projects Coordinator to complete timely grant reporting for projects assigned to them.
- Actively promotes and represents Quality Trust at community outreach events.
- Creates and delivers training to people with IDD, family members, providers, agency staff, advocates, and other stakeholders on a variety of topics that promote person-centered and family-centered disability services and supports.
- Creates and disseminates resources for people with IDD, family members, providers, agency staff, advocates, and other stakeholders on a variety of topics that promote person-centered and family-centered disability services and supports.
- Collaborates with organizations, agencies, and other stakeholder groups to advocate for the needs of people with IDD and their families.
- Other duties, as assigned.

Knowledge, Skills, and Abilities:

- 1-3 years of experience working with people with IDD and/or their families required.
- Bachelor's degree in human services, social work, or a related field preferred.
- Excellent time management skills with an ability to manage multiple projects and meet deadlines effectively when under pressure.
- Strong organizational and project management skills. Project Management Professional (PMP) certification encouraged.
- Excellent written and oral communication skills.
- Ability to communicate with diverse audiences and simplify complicated information.
- Show initiative, creatively solving problems and offering solutions, with minimal supervision.
- Strong skills with Microsoft Office (Outlook, Word, Excel, Publisher) and the Zoom platform.
- Ability to work independently and under general supervision. Communicate changes in work schedule or delays in completion of projects.
- Excellent interpersonal skills including patience, flexibility, and ability to use tact and diplomacy when dealing with sensitive issues.

Salary & Benefits:

This position is currently .75 FTE with a public interest salary range of \$50,000-60,000.

QT Hiring Policy

QT is an equal opportunity employer and does not discriminate on the basis of race, color, citizenship status, national origin, ancestry, gender identity or expression, sexual orientation, age, religion, creed, physical or mental disability, marital status, genetic status, veteran status, political affiliation, or any other factor protected by law.

How to Apply

To apply online, please visit **Idealist.org** at <https://ideali.st/uQXI5r> for detailed information on the position opening and Quality Trust for Individuals with Disabilities.