

Parent to Parent of Georgia's Employment Opportunity
Applications being accepted through Friday, August 23, 2019 only!

Are you a parent or family member of a child with a disability or a professional interested in working with families? Are you looking for full-time work, a casual working environment, where you can help families access support and resources while expanding your own knowledge? If so, Parent to Parent needs you as a Coordinator in our Atlanta area office (Chamblee).

The primary responsibilities of Coordinators include matching parents for one-on-one emotional support, handling information requests from families and professionals, providing guidance and training on educational and health-related issues, and representing Parent to Parent at meetings and conferences.

Requirements:

- College degree (minimum of a two year degree)
- Experience with disabilities or special health care needs
- Basic knowledge of special education and Medicaid and waiver programs
- Good written and oral communication skills (preference given to candidates fluent in Spanish or other languages)
- Basic computer skills

Full-time position available, 35-40 hours per week, 12 months a year, and must be able to attend occasional evening and weekend support groups or workshops (on average, 1 or 2 times per month). Pay range is \$14-\$16 per hour. Full time benefits include health, dental, and vision insurance (fully paid by P2PGA) for the employee as well as a 401K and paid annual leave and holidays.

Send resume by mail, email or fax to:
Mitzi Proffitt, Director of Support Services
Parent to Parent of Georgia
3070 Presidential Parkway, Suite 130
Atlanta, GA 30340
Fax: 770-458-4091
Email: mitzi@p2pga.org

For more information about Parent to Parent, check our web site at: www.p2pga.org
Parent to Parent of Georgia is an E-Verify Mandated Employer
(EOE)

Parent to Parent of Georgia values diversity in the workplace.
All qualified candidates are encouraged to apply.