**Parent to Parent of Georgia’s Employment Opportunity**

***Applications being accepted through June 30, 2022!***

Are you a parent or family member of an individual with a disability and/or have one year experience in the disability field? Are you looking for part-time work in a casual working environment, where you can help families to access disability services and resources in Georgia? If so, this might be a great job for you!

The primary responsibilities of the Information Specialist include serving as a point of contact for the Special Needs Database ensuring that resources are current, accurate and accessible to both the public and Agency staff.

Requirements:

* Parent or family member of an individual with a disability and/or one year experience in the disability field.
* Minimum of 2 year degree, 4 year degree preferred. Experience may substitute for formal education.
* Knowledge and experience using computers and computer software.
* Knowledge of disability services and resources in Georgia.
* Good interpersonal skills and the ability to interact appropriately with professionals, families and community partners.
* Proven track record of collaboration and/or working effectively with a large team of co-workers, supervisors.
* Ability to see larger picture of agency mission, vision, values as demonstrated in a willingness to continuously improve when issues are noted.

A Part-time position is available, 20 hours a week and 12 months a year. Work schedule will require flexible but consistent daytime hours. Pay is $15 per hour.

Send resume by mail, email or fax to:

Karen Addams, VP of Innovation

Parent to Parent of Georgia

3070 Presidential Parkway, Suite 130

Atlanta, GA 30340

Fax: 770-458-4091

Email: [karen@p2pga.org](mailto:karen@p2pga.org)

For more information about Parent to Parent, check our web site at: [www.p2pga.org](http://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.***