

**Parent to Parent of Georgia's Employment Opportunity**  
***Applications being accepted through February 27, 2026 at 4:00 pm***  
***Part-Time Information Specialist (Atlanta)***

Parent to Parent of Georgia, a nonprofit organization, provides services to families across Georgia who are impacted by disabilities or special healthcare needs. **Our vision** is to be the source of choice for support, information, education, and leadership development for Georgians with disabilities or special health care needs, ages birth to 26, and their families. **Our mission** is to support Georgia families and individuals from birth to age 26 impacted by disabilities or special health care needs.

We seek a part-time **Information Specialist** to assist families and individuals with disabilities by improving access to services across Georgia. The role involves managing the Special Needs Database to ensure accurate, up-to-date information for the public and staff. Ideal candidates are detail-oriented and proactive, with lived experience as a parent or family member of someone with a disability, or at least one year of experience in the disability field. The position offers a supportive environment and the chance to make a community impact.

**Key Responsibilities**

- Serve as the primary point of contact for the Special Needs Database
- Maintain and update resource information to ensure accuracy and accessibility
- Assist families and agency staff in locating disability-related services and supports

**Minimum Requirements for This Position:**

- Lived experience as a parent or family member of an individual with a disability and/or at least one year of experience in the disability field.
- Associate degree or bachelor's degree preferred. Relevant experience may be a substitute for formal education.
- Proficiency with computers, databases, and common software applications.
- Knowledge of disability services, supports, and resources across Georgia.
- Strong interpersonal and communication skills with the ability to work effectively with families, professionals, and community partners.
- Team-oriented with a commitment to the agency's mission, values, and continuous improvement.

This is a part-time position, 20-25 hours a week, 12 months a year. This is a hybrid position, requiring two days per week in our Atlanta office. Work schedule will require flexible but consistent daytime hours. Pay range is \$15-\$18 per hour.

Send resume and cover letter by mail, email or fax to:

Stephanie Moss, Chief Operating Officer  
Parent to Parent of Georgia  
3070 Presidential Parkway, Suite 130  
Atlanta, GA 30340  
Fax: 770-458-4091

Email: [p2pjobapps@p2pga.org](mailto:p2pjobapps@p2pga.org)

Visit [www.p2pga.org](http://www.p2pga.org) for more information about Parent to Parent of Georgia. Parent to Parent of Georgia is an E-Verify Mandated Employer (EOE)

**Parent to Parent of Georgia is an Equal Opportunity Employer committed to fostering an inclusive and diverse workplace. All qualified applicants will receive consideration without regard to any protected class under federal, state, or local law, and we welcome candidates of all backgrounds and identities to apply.**