

Job Posting: Director of Outreach



The mission of the CHARGE Syndrome Foundation is to provide support to individuals with CHARGE syndrome and their families; to gather, develop, maintain and distribute information about CHARGE syndrome; and to promote awareness and research regarding its identification, cause and management. The Director of Outreach will improve the Foundation's ability to fulfill all aspects of its mission.

The Director of Outreach will communicate directly with individuals with CHARGE and their families in order to better gather and disseminate information to our constituents.

This may include:

- 1) Following up with new contacts to the Foundation.
- 2) Assisting the Foundation to make follow-up contacts with past and current members to collect census information.
- 3) Assisting the Foundation in developing materials to share with families.
- 4) Assisting the Foundation in creating a family friendly referral network for other area families.
- 5) Assisting the Foundation in creating a referral network of professionals.
- 6) Contacting past members of the Foundation to encourage reengagement.
- 7) Helping families identify the resources they need and how to access them.
- 8) Helping families connect with other families.

The CHARGE Syndrome Foundation wants to strengthen its relationships with other organizations. The Director of Outreach will assist the Foundation in developing stronger relationships with other organizations in order to better identify resources and opportunities for its members.

This may include:

- 1) Maintaining contact with state deaf blind projects.
- 2) Maintaining contact with other education institutions who serve individuals who are deaf-blind.
- 3) Assisting in joint projects with other organizations that serve individuals with sensory impairments.

The role of the Director of Outreach will evolve with changes in the Foundation and as projects are completed. Exact job duties will be defined by the Executive Board. All activities will always be designed to fulfill our mission statement.

Job Requirements:

- 1) Knowledgeable about CHARGE syndrome and willingness to continue learning
- 2) Knowledgeable about deaf-blindness, developmental disabilities and willingness to continue learning
- 3) Ability to work flexible hours
- 4) Self-starter
- 5) Strong communication skills (written and oral)
- 6) Willingness and ability to travel several times per year to attend a board meeting, conference, state family activities, or other functions as decided by the Executive Board.
- 7) Strong interpersonal skills
- 8) A team player with the ability to prioritize and multi-task
- 9) Good computer skills a plus
- 10) Be sensitive and supportive of all viewpoints
- 11) Bachelor's degree in related field considered an asset
- 12) Previous work experience in the field of deafblindness and/or developmental disabilities considered an asset

Time Requirements:

This position provides the opportunity to do most work from home with a very flexible schedule. All applicants must be available to communicate with families during traditional business hours as well as evening time. The job requires at least 20 hours per week and may require a maximum of 40 hours per week.

Rate of Pay:

This is an hourly position. The rate of pay is between \$22 and \$26 per hour.

How to Apply:

Applicants should send cover letter clearly demonstrating how they are qualified for the position along with a current résumé to:

CHARGE Syndrome Foundation, Inc.

141 Middle Neck Rd.
Sands Point, NY 11050

Phone: (516) 684-4720

Fax: (516) 883-9060

Email: david@chargesyndrome.org

Closing Date: September 15, 2010