

Project Coordinator: Caregiver Emergency Respite

Position Description:

The Emergency Respite Program Coordinator is a new full-time position responsible for the development and implementation of a new project, the emergency respite planning booklet for family caregivers. The Coordinator will work with the Coalition team, with partnering organizations, and with family caregivers to complete the design of the emergency respite booklet, develop a plan for dissemination and evaluation, and integrate it into the ongoing family caregiver respite program. This position reports to the Executive Director and requires experience with program development and the ability to work with caregivers, interns and volunteers, community partners and non-profit organizations.

Responsibilities:

1. Review and update the content of the emergency planning booklet, working with members of the Arizona Respite Network.
2. Obtain feedback from a small number of family caregivers and professionals on the content and readability.
3. Work with team members or contracted providers on the final design and a Spanish translation.
4. Arrange for printing of the booklet as well as creation of an electronic copy with fillable forms.
5. Review and update the pre- and post-survey for users of the booklet to determine usefulness and effect on caregiver knowledge.
6. Develop a plan for disseminating copies to 1500 caregivers over a 12-month period, working within the Coalition Respite program and also with partner organizations.
7. Work with Coalition staff to develop outreach materials and use grant funds for publicity.
8. Develop an education plan and procedures to ensure that caregivers understand the purpose and value of the booklet.
9. Contact partner organizations, including the Arizona Respite Network, to help disseminate the booklet and develop a process for feedback and maintaining relevance through revisions.
10. Work with Coalition staff to integrate the emergency respite planner with the Coalition's respite program, training of interns and volunteers to explain the process and offer assistance to caregivers in researching the information.
11. Develop a process for offering direct assistance to caregivers in implementing the emergency respite planner, through webinars, community events, and one-on-one consultations.
12. Learn the policies and procedures for the Caregiver Resource Line and the Lifespan Respite Program and assist with other assignments.

Skills and Abilities:

- Excellent verbal and non-verbal communication skills, including public speaking and webinars
- Flexible, organized, with the ability to manage multiple tasks with minimal supervision
- Detail oriented, adhere to grant requirements, meet deadlines
- Goal oriented and self-starter, able to adjust to program changes
- Interpersonal skills, work with people of diverse backgrounds and organizations
- Work independently to develop innovative ideas and processes while also collaborating with team members

Qualifications:

- 2-3 years' experience with demonstrated success in program administration and program development required.
- Computer and Internet skills, ability to use online forms and databases required
- Enthusiasm for innovation, helping others, and working with volunteers and caregivers of all backgrounds
- Bachelor's Degree in human/social service field, program administration or related field preferred.
- Knowledge of adult learning principles, webinar and presentation development, and/or training preferred
- Bilingual English and Spanish is a plus.
- Ability to pass e-Verify and background check required.

Benefits:

- Vacation, sick and holiday time off
- Flexible schedule, hybrid in-office and remote
- Mileage reimbursement

Work Location:

- 1717 W. Jefferson Street, Phoenix AZ 85007

About the Arizona Caregiver Coalition:

- The Arizona Caregiver Coalition is a 501.c.3 non-profit, assisting family caregivers statewide since 2014.
- Our mission is to improve the quality of life for family caregivers across Arizona through Collaborative Partnerships, Advocacy, Resources, and Respite Support.
- The organization offers a statewide resource line, respite service programs, AmeriCorps opportunities with a continuing focus on bringing together caregiver programs to assist family caregivers of all ages.