

## MILESTONES AUTISM RESOURCES

### Training Coordinator

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Milestones Autism Resources is a non-profit organization dedicated to improving the lives of individuals on the autism spectrum by educating, coaching and connecting the autism community with evidence-based information.

We offer candidates the chance to make an immediate impact as part of an engaged, passionate team that presents an annual regional conference for 1,200, curates a website of over 1,000 resources, provides a free helpdesk, and offers consultation services and trainings.

#### **Job Impact:**

- Be part of mission driven organization: Improving the lives of Individuals with ASD
- Help to change the trajectory for individuals with ASD by helping them reach their full potential
- Support outcomes toward independence in home, school and community

**Job Description:** The Training Coordinator will work within a team structure, with the goal of more effectively reaching out to, partnering with, and serving all autistic people and the broader autism community.

- Train health care providers, educators, first responders in an effort to decrease the gap in diagnosis and service of children with autism from diverse backgrounds
- Staff Program/Diversity Task Force, provide communication, work with chair to plan meetings, etc.
- Conduct autism-awareness informational sessions in community settings in order to reduce barriers to access.
- Develop online resources and materials
- Provide training to professionals working with autistic individuals
- Compile evaluations and other administrative duties as needed
- Other Duties as specified

#### **Qualifications:**

- Bachelor's degree in Social Work, Education, Human Services or related field is required.
- 1-5 years relevant work experience in social work, counseling, education, DEI (diversity, equity and inclusion) or related field
- Excellent written and verbal communication, computer, problem solving, and interpersonal skills.
- Experience conducting engaging trainings and making presentations including having challenging conversations
- Experience working with families and consumers with ASD
- Knowledge of DEI field including current thought leadership and practice
- Knowledge of services for children, teens and adults with developmental disabilities
- Travel to local agencies may be required

We value a culture of collaboration and professional and personal growth for all team members.

Milestones provides a competitive salary, paid time off that increases with tenure and a generous company holiday schedule.

**Application Requirements:**

If you identify with our values and feel strongly that you could contribute to our team, we encourage you to submit your cover letter, 3 professional references and resume through indeed.com.

**Location:** Presently mainly remote with some in-office time required. Please see the Milestones COVID Policy below. Milestones business offices are located in Warrensville Heights.

**Position:** Part-time, salary based on experience.

**Supervisor:** Program Director

**Working Conditions and/or Physical Requirements:**

- Physical requirements associated with normal office working environment
- Ability to operate standard office equipment
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards

*Milestones Autism Resources is proud to be an Equal Opportunity Employer. Applicants are selected without regard to race, ethnicity, creed, color, religion, sex (including pregnancy), age, national origin or ancestry, disability, genetic information, veteran/military status, sexual orientation, gender identity, or other protected characteristic under federal, state or local law.*

*Milestones will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008.*

*This job summary is intended to be brief and does not list all the duties for this position. Nothing in this job description should be construed as an express or implied contract of employment. Milestones is an at-will employer, which means that either party is free to terminate the employment relationship at any time, without any advanced notice, for any reason or no reason.*

**Milestones COVID Policy**

In order to be available for working in the office as needed, attending outreach events, participating in trainings and other duties, all staff and interns are required to be fully vaccinated for COVID-19. Proof of your full vaccination must be submitted to the Operations Director.

1. Vaccinations are required for anyone entering the office.
2. Masks are required in the office for everyone when in contact with others not 6 ft apart.
3. There are to be a maximum of 6 in the entire office at any given time.
4. Anyone entering the office, including vendors, guests, etc, must provide proof of vaccination and wear a mask inside while 6 ft apart from each other.
5. All staff are responsible for informing others about COVID exposure. In order to return to working in the office after a COVID exposure, staff must receive a negative COVID test after 7 days or quarantine for 14 days from working in the office or meeting colleagues.
6. If you have traveled or been in crowded spaces without a mask, then you should hold off from coming into the office for 14 days or receive a negative COVID test after 7 days before returning to the office or meeting colleagues.