



Job Description

Job Title: Program Manager

Reports to: Texas Advocates Co-Directors

Status: Full-Time; 40 hours/week; Exempt

Supervisor: Reports to Texas Advocates co-director

Work Location: This position will work from home with meetings in Austin and San Antonio as well as occasional travel throughout Texas.

Position summary:

This position is primarily responsible for overseeing the coordination and administration for Texas Advocates programs including the Next Chapter Book Clubs and the Peer Support Specialists for Individuals Living in Institutional Settings.

Minimum Qualifications:

- Bachelor's degree preferred; appropriate experience may be substituted;
- Two-five years' experience working with individuals with intellectual and/or developmental disabilities;
- Experience and a desire to work with people with disabilities;
- Proficient with computer, including Word, Excel, PowerPoint and email;
- The capacity to support and empower people with disabilities;
- Knowledge of program management;
- Reliable transportation for meetings throughout Texas

Essential Functions/Areas of Responsibility & Accountability:

- Keep attendance paperwork for each project/meeting
- Report all grant activities in appropriate trackers
- Meeting/training coordination for programs
- Agenda & activities planning for programs
- Program member recruitment
- Program consultant management (Peer Support Specialists, program evaluators)
- Volunteer management (NCBC facilitators, PSS Coaches, etc)
- Conference workshop planning for each program



- Weekly social media posts for each program
- Meeting space and in-kind donation solicitation for program support & match
- Match forms & signatures from volunteers/match donors
- Self-advocate transportation coordination as needed for programs
- Programs reports to the Board of Directors & Co-Directors monthly

Skills and Abilities:

- Personal experience with people with disabilities and knowledge of disability services and policy in Texas.
- Excellent interpersonal and communication skills.
- Ability to work well with diverse group of staff and community participants.
- The capacity to empower individuals with disabilities to advocate for themselves.
- Success at a wide array of tasks and projects and an ability to thrive in a fast-paced work environment.
- Excellent organization and planning skills.

Physical/Environmental Requirements:

- Office environment requiring ongoing computer use and extended amount of time sitting or standing.
- City and regional travel will be required.
- Ability to set up chairs and materials for community and institutional meetings and trainings.
- Reasonable accommodations can be made for a qualified candidate with a disability to perform the essential functions of the job.
- This position may also require the performance of other duties as assigned.

About Texas Advocates:

Texas Advocates is a State-wide self-advocacy organization, run by and for adults with intellectual and developmental disabilities. We have 500 members and 20 chapters across the state of Texas. We fight to stop unfair treatment and advocates for more and better services and supports for people with disabilities to be included in their communities of choice.

To apply, send your cover letter, resume, and 3 references to Deborah Wallace at Deborah.Wallace@texadvocates.org.