



Employment Collaborator
Part-Time Contract Position for Non-Profit Organization

The Employment Collaborator will assist the Co-Executive Director (hereby known as the “Director”), who is a self-advocate, in enhancing workplace skills while also providing support to ensure smooth program operations. This role combines hands-on job coaching with essential office and program tasks to increase efficiency, program outcomes, and self-advocacy. The ideal candidate will be passionate about advocacy, community engagement, and empowering self-advocates.

Texas Advocates is recognized as the leader in self-advocacy for Texans with intellectual and developmental disabilities (IDD). Texas Advocates fights to stop unfair treatment and advocate for more and better services and supports for people with disabilities to be included in their communities.

Key Responsibilities

- Develop and implement an individualized employment plan/goal setting based on strengths, interests, and challenges.
- Provide tailored coaching to teach effective communication, time management, and problem-solving skills.
- Assist in documenting progress, maintaining records, and organizing files.
- Assist the Director to manage their calendar, schedule meetings, and coordinate travel arrangements.
- In conjunction with the Director, prepare and organize documents, reports, and notes for meetings and events.
- Assist in planning, organizing, and executing some training, meetings, and the

Annual Conference.

- In conjunction with the Director, engage with community members, partners, and stakeholders to foster relationships and gather feedback.
- Assist in the development and Co-facilitate training and workshops covering topics such as leadership, communication, and self-advocacy.
- Participate in community meetings and advocacy events with the Director as needed.
- Must maintain a professional working relationship with all Texas Advocates employees and fellow contractors.

Qualifications:

- Experience working with individuals with disabilities in a coaching, teaching, or support capacity.
- Strong communication and interpersonal skills with diverse stakeholders.
- Patience, empathy, and the ability to adapt coaching strategies to individual needs.
- Problem-solving skills and the ability to remain calm in challenging situations.
- Ability to travel to different job sites and occasional in-state travel, as needed.
- Knowledge of assistive technology workplace accommodations, disability rights, and employment support strategies.
- Attention to detail and ability to manage multiple tasks efficiently.
- Flexible and adaptable to changing needs and priorities.
- Ability to work a hybrid work model, combining in-person and remote work.

Application Process:

- Interested candidates should submit a resume and a cover letter outlining their qualifications and interest in the position to info@texadvocates.org.
- Applications will be reviewed on a rolling basis until the position is filled.
- Texas Advocates is committed to diversity and inclusion and encourages

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applications from individuals of all backgrounds.

Join us if you want to:

- Be a part of meaningful work supporting individuals in achieving independence and career success.
- Have the opportunity to collaborate with a passionate and supportive team.
- Gain professional valuable experience and training opportunities.

Find more information about the organization at texadvocates.org

Join us in making a difference in the lives of self-advocates and their communities!