



## Formed Families Forward Job Description

Position: **Deputy Director** (grant-supported; part time, average of 20 hours a week; no health insurance or leave benefits)

Reports to: Executive Director

Job Summary: The Deputy Director is responsible for managing and leading activities to address Formed Families Forward's overall mission to provide training and support for foster, adoptive and kinship families. The position provides oversight and coordination of training, resources, outreach and other programming to support parents, caregivers, youth, and professionals.

### Qualifications\*:

College degree or coursework in special education and/or deep experience with special education and disability services for children, youth and young adults.

Experience with direct support of parents, caregivers and youth.

Experience sharing and representing family voice in community-level work including active participate in coalitions or collaborations.

Experience with record keeping/data collection, logistics coordination and scheduling and events management.

Competence in use of e-mail, internet, Google and G-Suite applications, and Microsoft Office programs including Word, Excel and PowerPoint.

Good phone, electronic and direct communication skills.

Ability to work both independently and as part of a team in a fast-paced environment.

Flexibility to work non-standard hours (occasional evenings and weekends).

Driver's License, an automobile, proof of automobile insurance, and ability to travel locally and across Virginia, including occasional overnight stays out of town.

Ability to lift and move objects weighing up to 40 pounds.

Knowledge of special education policies and procedures including those related to the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (ADA).

Familiarity with the unique experiences and needs of foster, adoptive and kinship families.

Bachelor's degree or equivalent experience; graduate degree preferred.

Specific Duties:

Plan, prepare and deliver training in a variety of live, recorded and interactive video course formats.

Support Executive Director with development of training curricula.

Offer direct phone, electronic and in-person support to families and youth through provision of information, resources, and systems navigation.

Collect, analyze and use evaluation data from family support and training activities.

Prepare grant and project management reports.

Support outreach and social media communication tasks.

Support the work of other FFF staff, and of collaborating partners and agencies.

Represent Formed Families Forward, its mission and its projects at events, in community collaborations, and in other communications.

Seek and support new funding and programmatic opportunities for the organization.

Other duties as assigned.

Salary range: \$28.25-\$30.00/hour, based on experience and education. While some work is able to be completed remotely, the Deputy Director will be expected to work on site at our Fairfax city office at least one day per week, starting November 2020.

Formed Families Forward is an equal opportunity employer.

\* Foster or adoptive parents and kinship caregivers raising children and youth with special needs are strongly encouraged to apply

Interested candidates are invited to send a resumé and cover letter to Dr. Kelly Henderson, Executive Director, Formed Families Forward at [kelly.henderson@formedfamiliesforward.org](mailto:kelly.henderson@formedfamiliesforward.org) by November 6, 2020.