

Resources for Children with Special Needs (RCSN) is a city-wide Parent Training and Information Center. Now the State Parent Center for the Bronx and Manhattan, we are expanding our services to provide more information, resources, and training opportunities for New York City families and the professional community serving children and youth with all kinds of special needs, and to enhance our outreach, communication, and impact.

The following positions are immediately available. All positions require facility with Microsoft office applications, excellent verbal and written communication skills, initiative, exceptional team skills, and enthusiasm for working with web-based technologies. Spanish speaking individuals and parents of children with special needs are especially encouraged to apply.

Please respond by email, with cover letter, resume, and salary history to vgburton@resourcesnyc.org, with the name of the position for which you are applying in the subject line. Sorry, no phone calls.

1. **Educational Advocate**: Seasoned professional with knowledge of New York City's special education system and processes to provide families with information, training, coaching and support to access appropriate educational services for children through age 21.
2. **Information, Referral, and Training Specialists (2 FTEE)** : Respond to the information needs of parents and others who are seeking assistance with a wide range of educational, recreational, and human services for children with special needs, connecting people with organizations, resources, and professionals. The specialists conduct workshops and information sessions, primarily in the Bronx and Manhattan, to help families understand the educational system and develop the knowledge, skills, and confidence needed to advocate effectively on behalf of their children. Knowledge of New York City special education process and systems required. Will consider part-time as well as full-time. At least one position must be filled by someone fluent in spoken and written Spanish.
3. **Outreach and Communication Specialist**: Leadership role to help reinvent and implement RCSN's web, print, direct mail, media outreach and email strategy to most effectively reach diverse parents, professionals, and other stakeholders. Share information and resources in a timely manner and create a lively, engaged community working on behalf of children with special needs. Facility with web 2.0 applications, exceptional writing skills, ability to present information in a graphically-rich manner to engage both non-English-speaking and low-literacy parents needed. Exceptional project management skills, ability to manage consultants.
4. **Information and Research Specialist**: Leadership role to advance RCSN as New York City's premier provider of information and resources for people who care about children with special needs. Use web-based platforms (CRM) to develop and implement system for up-to-date resource information and reports for agency management, staff, and funders, to lead program evaluation activities, and to use data to advance sound programs, policies, and management. Develop and lead implementation of policies and procedures to maintain fresh, accurate internal and public data. Ability to interpret and present information in a graphic, accessible, and useful manner for diverse audiences.