



REGIONAL COORDINATOR FOR SOUTHWEST VIRGINIA

The mission of Bridges for the Deaf and Hard of Hearing is to build access, equity, and inclusion in partnership with the D/deaf, Deaf-Blind, and Hard of Hearing communities through advocacy, education, empowerment, and effective communication

Position

The Regional Coordinator for Southwest Virginia (part-time, 30 hrs per week) reports to the Director of BridgesEAST with additional supervision from the Vice President of Adult Education & Outreach and provides services specifically to the counties in the southwest region of Virginia. These include, but are not limited to, coordinating and delivering educational workshops, coordinating and conducting outreach events, making client referrals to appropriate resources, recruiting clients to apply for assistive devices, recruiting business and organizational partners for our program, and maintaining accurate tracking, records, and reporting in compliance with the grant funding this program. The successful candidate will be dynamic, flexible, motivated, extroverted, and focused on details, relationship, and excellence.

Responsibilities

- Complete all training required by BridgesDHH and VDDHH and adhere to all policies and procedures of both.
- Coordinate scheduling of presentations, workshops, and community events.
- Create and maintain a resource database for clients and resource materials to provide to clients.
- Maintain current knowledge of disability laws, rules, and policies that affect and protect people who are Deaf, Deaf-Blind, hard of hearing, or who have speech difficulties.
- Have knowledge of available resources such as assistive technology, audiologists, disability organizations, interpreters, CART providers, community service boards, rehabilitation counselors, etc.
- Staff booths for community fairs and other events.
- Understand and attain all goals in the grant contract.
- Maintain office hours in the Virginia office.
- Keep a flexible schedule that will include some evenings and weekends.
- Ability to travel throughout southwest Virginia and northeast Tennessee.
- Other duties as assigned.

Qualifications

- Experience with the Deaf, Deaf-Blind, and hard of hearing communities.
- Fluent in American Sign Language (ASL).
- Knowledge of office responsibilities, systems and procedures.

- Proficiency in MS Office.
- Comfortable with calendars, databases, and general office equipment.
- Keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A creative mind with an ability to suggest improvements; strong common sense.
- Personal qualities of integrity, honesty, credibility, and dedication to the mission of Bridges for the Deaf and Hard of Hearing.
- Good written English skills.
- Strong sense of professionalism, self-awareness, respect, courtesy, common sense, humor, and grit.

To apply, please submit a cover letter, resume, and references to info@bridgesfordeafandhh.org. Applicants will not be considered unless all requested elements are provided. No phone calls please. Review of applicants will begin on 9 August 2019, and continue until the position is filled.