

PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
POSITION DESCRIPTION

Position Title: **Academy for Leadership Abilities® Outreach Coordinator (ALA-OC)**

Department: Academy for Leadership Abilities® and Behavior Supports

Location: 499 North State Street, New Lexington, Ohio 43764

Supervisor: Academy for Leadership Abilities® Supervisor

Normal Working Hours: 8:00AM – 4:00PM, Monday through Friday, schedule may vary as determined by Supervisor. May be required to flex schedule, but not routinely work more than 40 hours per week.

Status: Non-exempt, Overtime Eligible

Classification : Classified Civil Service

Safety-sensitive: No

### **SUMMARY**

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Under the general supervision of the Academy for Leadership Abilities® Supervisor, the ALA-OC coordinates community connections and associated programming; provides service to people for outreach and community awareness; facilitates advocacy efforts; provides and coordinates ALA® curriculum and documents for awareness; develops and distributes annual ALA reports; serves in the capacity of substitute teacher, as assigned for ALA classes; plans, coordinates and facilitates events, such as the Together We Can event; and provides general outreach and awareness for the Perry County Board of Developmental Disabilities (PCBDD).

### **MINIMUM QUALIFICATIONS / EDUCATION / EXPERIENCE**

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- Completion of a Bachelor’s Degree in Marketing, Communications or Public Relations
- Minimum of 3 years’ experience working in the fields of public relations, marketing, planning and working with people with developmental disabilities
- Valid Ohio Driver’s License with proof of insurability, ability to provide transportation for others and potential personal vehicle usage, good driving record
- Must obtain and maintain DODD Service and Support Administration Certification
- Ability to obtain substitute teaching certifications though Athens/Meigs Educational Service Center (AMESC) and Muskingum Valley Educational Service Center (MVESC)

### **KNOWLEDGE / SKILLS / ABILITIES**

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- Must have excellent and effective oral, written, and interpersonal communication skills with the ability to gather, collect, report, document and classify information
- Requires proficient knowledge of Microsoft Office products including PowerPoint, Publisher, Excel and Word and experience with graphic design
- Ability to develop and maintain positive and professional effective working relationships with individuals, employers, supervisors, providers, managers, and the general public
- Flexibility and capacity to serve and fulfill various roles and responsibilities within the ALA® program, not limited to roles and responsibilities outlined in this position description

- Must be self-directed, motivated and reliable in planning and implementation of marketing and public relations tasks
- Public speaking experience preferred

### ***PROBATIONARY PERIOD***

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300 days

### ***WORKING CONDITIONS***

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Notice – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Work Environment – 65% in office, 35% travel and out of building commitments, telecommuting possibility.

Work Pace – Self-paced, requiring the ability to be self-motivated, plan and organize time, and ability to adhere to mandated timelines. Work/position responsibilities are performed in a fast-paced emotionally demanding work environment. Flexibility to accommodate varying persons and schedules within the ALA® and Behavior Supports department.

Physical Demands – Position requires frequently alternating between sitting, standing and walking. Carry laptop, presentation materials, and other necessary supplies not to exceed 50 lbs. Perform teaching (standing for periods of time). Minimal physical labor is required. No heavy lifting (more than 50 lbs.) is required.

### ***ESSENTIAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS***

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#### **30% COMMUNITY CONNECTIONS AND PUBLIC RELATIONS**

Coordinate and manage community connections, including but not limited to programming associated with and concepts related to community connections.

Develop, coordinate and perform ALA® and PCBDD community and public relations, including outreach efforts. Develop the Annual Outreach Plan, including details to support and align with PCBDD strategic planning efforts.

Provide knowledge and information about ALA® and PCBDD to the local community, other agencies, government groups, community organizations and businesses within Perry County, as well as many similar groups on a regional and state level.

Coordinate and maintain PCBDD website, Facebook page and other social media outlets. Serve as the contact person responsible for providing adequate, timely and professional feedback to the general public communicating through the use of those platforms.

#### **25% MARKETING AND PROMOTIONS**

Develop effective and visually appealing materials including but not limited to displays, brochures, letterhead, fliers, posters, newsletters, announcements, and other publications for ALA® and PCBDD.

Coordinate promotional efforts with Practical Strategies, Ltd. and social media outlets to promote the ALA® curriculum.

**25% PLANNING AND COORDINATION**

Lead and facilitate ALA® and PCBDD event planning efforts. Serve as chairperson for the PCBDD Outreach Committee. Plan, coordinate and facilitate the Together We Can Event.

Serve as point of contact for external advocacy efforts. Support efforts through facilitation and coordination of groups, projects, and other activities related to advocacy efforts for individuals with disabilities in the community.

**20% SERVICES AND SUPPORT**

Serve in a substitute capacity in the absence of the ALA® Instructor. Aid students in understanding subject matter, curriculum and provide skills required for programmed lessons, as necessary.

Develop the ALA® Annual Summary to satisfy guidelines established by Perry County Job and Family Services (PCJFS) for consideration of continuing contract renewal. Provide audit support and assistance to satisfy reporting requirements for internal and external reviews. Perform other reporting and planning requirements, as necessary.

Complete TCM billing activities for coordination of services for individuals served. Complete the monthly ALA® Activity Log.

Maintain active participation in continuing education and career development activities and programs. Regularly attend training to support professional development and satisfy certification requirements.

Fulfill and support other duties as appropriate and assigned by the ALA® Supervisor, designee, and/or the Superintendent.

**DECLARATION**

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As a Perry County Board of DD employee, the job incumbent shall comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

I have read these position description qualifications/requirements for this position and to the best of my knowledge; I believe I can perform these duties.

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Signature

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Date