

Coordinator – Massachusetts Statewide Independent Living Council

Job Type: Independent Contract Position/ Administrative

Summary:

The primary function of this position is to provide administrative and leadership support to the MA Statewide Independent Living Council (SILC). The SILC works to enhance independent living services for people with disabilities throughout the state, in collaboration with the Mass Rehab Commission and the ten Centers for Independent Living in the Commonwealth. Through the development of the State Plan for Independent Living the SILC engages in statewide planning and policy development that encourage independence, productivity, access, and self-determination for people with disabilities within their communities.

Scope of Services

- Schedule all meetings for the SILC, in-person and/or using Zoom and Microsoft Teams.
- Take accurate and complete minutes of all Council meetings and Sub-Committee meetings in collaboration with the Clerk.
- Ensure all commission activities are compliant with the open meeting law.
- Organize and maintain files and membership documentation.
- Maintain and update the SILC website, post meetings, and materials and continue to check for accuracy and accessibility.
- Responsible for working with the MASILC Fiscal Agent to ensure accurate and timely accounts payable, receivable, and record keeping.
- Order supplies, respond to calls and emails, and process incoming mail.
- Act as liaison to the Governor's Office, funding agencies, and the community at large.
- Coordinate the development of the State Plan for Independent Living and annual federal reports.
- Organize special events.

Qualifications

- Ability to work independently, with attention to detail and the capacity to prioritize tasks appropriately to meet deadlines.
- Proficient in Microsoft Office Platform: Word, Excel, PowerPoint, and Microsoft Teams.

- Maintain confidentiality and discretion with information related to all services and operations, without exception.
- Must be positive, professional, and work well with diverse groups and personalities.
- Effective written and verbal communication skills.
- Bachelor's degree, or equivalent experience

Preferred Qualifications

- Experience with the disability community, knowledge of Independent Living Philosophy and Centers for Independent Living.
- Working knowledge of Disability Rights Laws (ADA, Rehab Act, IDEA).
- Understanding of public policy issues that affect people with disabilities.
- Persons with lived experience with disability are strongly encouraged to apply.

Location:

1 Clarks Hill Framingham MA

This is a hybrid position. Some in-person work and occasional travel within the state may be required.

Hours:

25-30 hours per week

Compensation

\$70,000- 80,000 depending on experience. This is an independent contract position (1099)

Instructions to Apply

Interested parties should submit a cover letter and resume to:

Search Committee

Email: info@masilc.org