



## **POSITION DESCRIPTION:**

**Position Title: Resource Coordinator – Anne Arundel County, MD**

**Work Schedule:** 25-30 hours a week (Exempt)

**Supervised by (title):** Deputy Director and the Executive Director

The Howard County Autism Society seeks a part-time Resource Coordinator to serve the Autism community in **Anne Arundel County, MD**, providing information & referral, resources, and support while overseeing general program delivery. This individual will strive to provide meaningful, inclusive programming that recognizes the diversity of the Autism community and serves individuals with Autism and their families throughout the lifespan. The right person for this newly created position has deep ties to Anne Arundel County, is knowledgeable about disability services and resources, and is passionate about connecting and serving the Autism community.

**About the Howard County Autism Society (HCAS):** The Howard County Autism Society is a 501(c)(3) nonprofit organization and is an affiliate of the [Autism Society of America](#). The Autism Society's mission is to create connections, empowering everyone in the Autism community with the resources needed to live fully. Its vision is to create a world where everyone in the Autism community is connected to the support they need, when they need it.

The Howard County Autism Society serves Autistic people, their families and community in Howard, Montgomery, and Anne Arundel County, providing information, support, and advocacy; promoting awareness, acceptance and inclusion that values the dignity and uniqueness of each individual; and working to improve the quality of and access to services and opportunities.

As an employer, HCAS values racial equity and inclusive diversity so everyone can bring their full selves to work and have a place of belonging and growth.



## **RESPONSIBILITIES:**

### **Information and Referral**

- Responsible for the delivery of Information and Referral to members of the Autism Society's Anne Arundel County community
  - Serves as the primary point of contact for inquiries from Autistic individuals, family members, caregivers and professionals based in Anne Arundel County
  - Completes intake for individuals in a timely manner with the information they are seeking; or, if that information is not readily available, referring them to other agencies and organizations for assistance
  - Works in consultation with other HCAS staff as necessary to gathering information and respond to inquiries
  - Assists in developing, maintaining, and sharing resources and information
  - Record and track relevant information and data
  - Participate in pertinent trainings
  - Work collaboratively with HCAS Resource Coordinators in Howard and Montgomery Counties to develop, share, and update a bank of basic materials
- Organizes and runs 3-5 social events for the Anne Arundel County community annually
- Organizes and runs 1-2 support groups for the Anne Arundel County community

### **Outreach**

- Work to cultivate relationships with key stakeholders that may include individuals, families, agencies, elected officials, businesses, providers among others.
- Represent HCAS at outreach events and activities in the local community
- Connect with key stakeholders at local agencies and organizations
- Support development and fundraising efforts of the organization as needed

### **Evaluation**

- Collect, maintain, and report on intake work
- Gather and report feedback from individuals served



**Additional Responsibilities:**

- Contribute information, events, resources to the HCAS website and resource bank

**REQUIREMENTS:**

- A minimum of an associate degree related to developmental disabilities, education, physical fitness, or similar field. Bachelor's degree preferred.
- At least two years of supervised experience working with individuals with Autism and/or other disabilities; organizing and facilitating community group activities; facilitating exercise/fitness groups, social and meet-up groups; support groups; and social events.
- Strong organizational skills
- Ability to easily interact with the Autism community
- Flexibility to represent HCAS at outside events
- Experience with Word and Excel
- Knowledge of Autism and developmental disabilities

**TERMS OF EMPLOYMENT:** This is a staff position

**Hours:** Primarily daytime weekday hours with some evenings and weekends required.

**Location:** The Resource Coordinator will work primarily out of our Anne Arundel County location with the option for some remote work.

**Salary:** \$39,000

**Benefits:** The Howard County Autism Society does not offer health, dental or life insurance coverage, 401(k) benefits, or tuition reimbursement.

**To Apply:** Please send resume and cover letter to [melissa.rosenberg@howard-autism.org](mailto:melissa.rosenberg@howard-autism.org) by May 30, 2023. Please specify that you are applying for the Anne Arundel County position.

**Estimated Start Date:** July 1, 2023

(Revised 2023)