

721 4th Ave.
#891
Kirkland, WA 98033

Info@WashingtonAutismAdvocacy.org
WWW.WashingtonAutismAlliance.org
425.894.7231 (tel)

WAA Program Director

Washington Autism Alliance (WAA) is dedicated to improving the lives of individuals with autism spectrum disorders (ASD) and other intellectual and developmental disabilities (IDD) and their families. We provide essential support services, including:

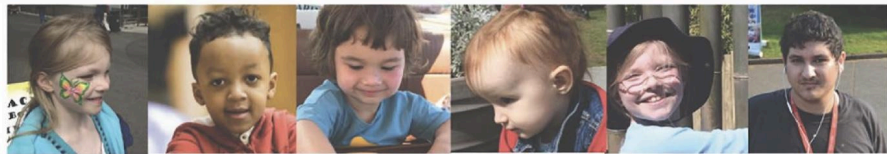
- **Family Support:** Offering guidance, resources, and community connections to help families navigate challenges and access appropriate services.
- **Training and Education:** Providing training and education to professionals and families on evidence-based practices, early intervention, and other relevant topics.
- **Advocacy:** Advocating for policies and systems that support individuals with ASD/IDD and their families, including increased access to healthcare, education, and community services.

Embark on a fulfilling career at WAA. Our purpose-driven work and collaborative team environment offer the chance to make a real impact while growing professionally and personally.

The Program Director (PD) supports the work of the CEO and Operations Manager, focusing on the internal management of all of the family serving programs within the organization and progress toward programmatic goals. The PD provides the leadership, management and vision necessary to ensure WAA has proper programming controls, administrative and reporting procedures, and people systems in place for superior program performance.

Major Responsibilities:

- Develop and execute a detailed plan to build capacity across the organization: Programming, Fund Development, Staff Development.
- Provide supervision and mentorship to family services team members, including training, coaching, case consultation, staff development, leading monthly team meetings, one-on-one meetings, and occasional travel to program partners statewide
- Manage WAA internship program for social work students with an interest in autism and related disabilities



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- Assist in education and outreach to families and providers, including resource fairs, trainings, presentations, and self-help materials
- Manage all aspects of family programs(including budget and expenses), including support groups and gift-of-time events in collaboration with group coordinators and facilitators
- Connect families to ASD/DD-specific programs and services and build and maintain familiarity with area resources statewide
- Advocate for robust and consumer-friendly access to medically necessary treatment for individuals with ASD/DD in collaboration with regional and state-based coalitions and community stakeholders
- Assist in finding ways to improve direct service workflows
- Work with Program Manager(s) on monthly, quarterly, and annual reports as required
- Participate in professional development opportunities
- Complete all paperwork, including but not limited to, monthly reports of family contacts, activity logs, and issue tracking

Qualifications and Skills

- Master's degree in social work (MSW) or JD is preferred
- 5+ years in senior management positions, managing teams
- Demonstrated experience in scaling all aspects of an organization: programs, plans, people, and finance
- Demonstrated record of delivering results in complex circumstances.
- Demonstrated ability to build and maintain relationships with a wide array of people from diverse backgrounds
- Outstanding communication and interpersonal skills
- Experience as a parent or family member of a person with ASD/DD who has been involved in multiple systems or 2 years of experience working with children with special healthcare needs and their families is preferred



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- Reliable transportation and willingness to travel to community events and meetings
- Possess outstanding oral and written communication skills, including public speaking
- Ability to manage time effectively, including prioritizing, using a flexible schedule, and working in an autonomous environment

Reports to: Chief Executive Officer and Operations Manager

Appointment: 20 hours per week

Job Type: Part Time

Compensation: Based on qualifications: \$40.00-\$43.00 per hour

To Apply: Interested applicants should send a resume and cover letter summarizing their relevant professional, academic, and volunteer experiences to office@washingtonautismadvocacy.org.