

**iNAPS Employment Posting
7-6-2020**

Communications and Development Coordinator: The National Association of Peer Supporters (iNAPS) is hiring a part-time Communications and Development Coordinator. This is a consultant position for 10 hours/week until Dec 31, 2020 and requires working remotely. There may be an option to extend and also increase the hours. INAPS has operated largely by the efforts of volunteers since its inception. While iNAPS has made efforts to engage a diverse group of individuals from marginalized social groups, our Board recognized during our October strategic planning session that we can do better. We agreed to take proactive steps to increase the participation of underrepresented individuals and social groups in the membership and leadership of iNAPS. Increasing paid staff positions is a part of this effort and will better serve our members. We strongly encourage those that identify as part of a marginalized community to apply.

Knowledge/Skills Required:

- Strong organizational skills
- Ability to maintain a timeline
- Ability to communicate effectively in writing and verbally
- Ability to pay attention to detail
- Technical skills related to promoting the programming, website management, and using Zoom
- Working knowledge of compliance with ADA Section 508 requirements.
- Ability to work with Board of Directors, volunteers, members, and partners

Preferred Knowledge/Skills:

- Grounded in the values of peer support
- Basic knowledge of grant seeking
- Fundraising experience

Duties include but not limited to:

- Respond to inquiries regarding membership, webinars, and general information
- Coordinate 5-8 webinars with presenters including live technical support of webinar presentations via Zoom
- Assist DOO in conference planning by managing marketing, 1-2 affinity groups, and back end support as needed during the conference
- Manage accessibility for the conference, including responses to inquiries, identifying needs, and creating a plan for applying to grants/fundraising to cover the cost
- Assist in drafting responses to RFI/RFP for grants as needed

- Maintain positive working relationships with the board, sponsors, partners, members, and broader public
- Coordinate monthly or bi-weekly iNAPS newsletter
- Create social media outreach plan for facebook, twitter, and linked-in
- Update the current website as needed with respect to programming and membership
- Maintain involvement in the new website development and administration

To Apply: Send a resume and cover letter to info@inaops.org . Please include a cover letter that details your interest, and how you meet the job knowledge/skill requirements. Applications without a cover letter will not be considered. Applications will be considered until the position is filled.