

# MACON BIBB CITIZEN ADVOCACY, INC.

**Job Description: Associate Coordinator**

Macon Bibb Citizen Advocacy, Inc. is a small, independent, nonprofit organization which initiates and supports one-to-one matches between people who have a developmental or intellectual disability and local citizens. The Associate Coordinator is primarily responsible for making new matches and supporting new and existing matches to grow into relationships. The Associate Coordinator will also develop networks of people in our community who will offer support to find vulnerable people with disabilities in addition to recruiting ordinary citizens to become advocates.

The Associate Coordinator is an ‘asker’ and is responsible for recruiting people with disabilities, inviting people to consider becoming citizen advocates, making the match and offering follow along and support to ongoing and established relationships. Making matches occurs one person at a time. The job requires a lot of time meeting people, discerning a person’s character and talents, and clearly communicating what Citizen Advocacy is all about. This is not a desk job or a non-profit management job – it is hands-on work like community or voter organizing for a natural people person who has a strong sense of social justice.

The Associate Coordinator must be unafraid to ask people to do hard things and is persuasive and clear in oral and written communications. The Associate Coordinator must be well-connected in the community Citizen Advocacy serves, and a curious observer and lifelong learner. The Macon/Bibb Citizen Advocacy office serves both Macon/Bibb and Milledgeville/Baldwin areas. Some travel for training and some evening/weekend work are involved.

<b>Title</b>	Associate Coordinator	<b>Reports To</b>	Coordinator
<b>Summary</b>	<p>The Associate Coordinator works collaboratively with the Coordinator with Board oversight to support and fulfill the <b>7 key activities</b> of Citizen Advocacy: 1) Protégé Recruitment, 2) Advocate Recruitment, 3) Advocate Orientation, 4) Advocate and Protege Matching, 5) Follow Along and Support, 6) Ongoing Learning, and 7) Advocate Associates.</p> <p>With a focus on new citizen advocacy matches and supporting new matches as they grow into relationships, the Associate Coordinator develops and fosters networks of people in our community who will offer support for protégé and advocate recruitment.</p>		

<b>Employee Expectations</b>	<p>Every member of the Citizen Advocacy team is expected to uphold and demonstrate the mission of the organization and the following principles in all they do: Advocate Independence, Clarity of Staff Function to support matches, Diversity of Relationships, Positive Imagery, and Program Independence.</p>
<b>Position Requirements</b>	<ul style="list-style-type: none"> <li>▪ Alignment with and dedication to supporting the belief that citizen advocacy is built on a one-to-one, freely given personal relationship between two people -one is a person with a developmental disability who has often been excluded from typical community life, and the other is a person who is living a good, ordinary life here in our community.</li> <li>▪ Computer literacy and proficiency with Microsoft Suite of tools, particularly Power Point and Word.</li> <li>▪ Some professional experience relevant to the tasks and duties described in this job description.</li> <li>▪ Financial stewardship with budgeting, planning, and fundraising. (10%)</li> <li>▪ Valid driver's license and safe driving record.</li> <li>▪ A must: Ability to provide personal transport to travel between local locations; willingness to transport others preferred. Occasionally requires physically assisting others with various levels of mobility (e.g., safe lift/assist of people that use a wheelchair). Safe lift/assist training provided as needed.</li> <li>▪ Experience and proven ability to tell compelling stories that speak to mission in a thought-provoking yet professional, sensitive way.</li> <li>▪ Comfortable with ability to capture digital photos and videos (i.e., with a smartphone) for storytelling purposes.</li> <li>▪ Periodic availability early mornings, evenings as well as weekends as needed.</li> <li>▪ Knowledge and understanding of the Macon community, with networks of diverse connections preferred.</li> <li>▪ Mastery of the English language, with ability to read, write, and speak fluently and correctly.</li> <li>▪ Ability to engage with all people with various disabilities in various environments including those in group homes, nursing homes, jails, low-income housing/neighborhoods, and other environments that may be unfamiliar.</li> </ul>

<p><b>Key Responsibilities</b></p>	<p><b>Protégé – Advocate Matching</b></p> <ul style="list-style-type: none"> <li>▪ Leverages community relationship networks to assist matching people with developmental disabilities with a citizen advocate.</li> <li>▪ Tracks outreach efforts and monitors match progress to report status updates and achievement of goals.</li> <li>▪ Maintains regular and intentional communication with proteges and advocates, as appropriate, to understand the status of initial matches.</li> </ul> <p><b>Ongoing Learning</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrates curiosity in understanding others and pursuing ongoing learning.</li> <li>▪ Creates learning opportunities for others, sharing perspectives and insights with clarity and sensitivity.</li> <li>▪ Attends ongoing training and workshops related to <a href="#">Social Role Valorization</a>, CAPE, the 7 Key Activities, and other topics related to the work of citizen advocacy.</li> </ul> <p><b>Community Engagement</b></p> <ul style="list-style-type: none"> <li>▪ Thoughtfully and intentionally collaborates with the Macon/Bibb Citizen Advocacy team to strive to the long-term vision of what citizen advocacy can be in Macon.</li> <li>▪ Works with the Executive Director to bring people with provocative insights into Macon and have them help us be conscious and creative in our work.</li> <li>▪ Identifies ways to engage local people in the deepening of their understanding and insights into the rationale, mission, and techniques that surround citizen advocacy.</li> </ul> <p><b>Operations</b></p> <ul style="list-style-type: none"> <li>▪ Collaborates with staff and board to prepare yearly goals and objectives based on the 7 Key Activities.</li> <li>▪ Reviews status of goals and objectives quarterly and annually.</li> <li>▪ Performs other tasks as needed in support of the work of the organization.</li> </ul>
<p><b>Traits &amp; Distinguishing Characteristics</b></p>	<ul style="list-style-type: none"> <li>▪ A demonstrated belief in the value of all people, and comfort with a wide variety of people and places.</li> <li>▪ A willingness and ability to invite people to do hard things.</li> <li>▪ Strong listening skills and the ability to read people and discern character and talent.</li> <li>▪ Awareness of and willingness to set aside one’s own biases and prejudices.</li> <li>▪ Great written and oral communication skills with all people from a variety of backgrounds, including the ability to compel others to hear and consider the concept of citizen advocacy.</li> <li>▪ Well-developed organizational and time management skills, and the ability to plan and strategize tasks to meet goals.</li> <li>▪ Exceptionally high standards of integrity and confidentiality.</li> <li>▪ Ownership of work and demonstrated willingness to accept responsibility for decisions and actions and feedback that enhances outcomes.</li> </ul>

<b>Physical Demands</b>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> <li>▪ Most of the work in this position is completed out and about in the community in a variety of physical locations. Requires talking, hearing and visual acuity sufficient to perform major functions in a safe manner, including independently transporting oneself between locations and physically navigating a variety of environments and spaces.</li> <li>▪ Occasionally it requires safe lifting and assisting of individuals with various levels of physical abilities (e.g., people that use a wheelchair) for transportation purposes. Safe lift/assist provided as needed.</li> <li>▪ Much of the work of the position is completed while seated at a desk and working on a computer, requiring visual and hearing acuity to complete self-directed work.</li> </ul>
<b>Status</b>	Exempt / Salaried \$42,000.00 - \$45,000.00

\*\*Preference: Education a bachelor's degree and/or 3-5 years' work experience with non-profit or grassroots organization.

\*\*All applicants should send their resumes and a cover letter to [mbcai@bellsouth.net](mailto:mbcai@bellsouth.net). Be sure to include three references, as both the cover letter and references are required to be considered for the job.