

# **JOB DESCRIPTION**

## **Title: Youth Advocacy Specialist**

### **Position Overview:**

The Youth Advocacy Specialist provides support and advocacy for families of children and youth with intellectual and developmental disabilities (I/DD) to ensure their rights are protected, their needs are met, and their voices are heard. This role also supports and expands youth-led self-advocacy programming, empowering young people with varying disabilities to build self-determination, leadership, and confidence to make decisions that impact their education and lives.

This role requires a *high degree of flexibility* and responsiveness to family needs, program schedules, and ability to adjust with poise and professionalism to the evolving priorities and tasks directed by The Arc Pikes Peak Region CEO and/or Advocacy Coordinator. The ideal candidate brings relational strengths, maturity, a high degree of skilled communication and professionalism, and organizational skills, with a strong understanding of family and youth needs within the disability community. This position requires commitment to evening and weekend events as needed. This position reports directly to the Advocacy Coordinator and may include additional duties as assigned.

**Reports to:** Advocacy Coordinator

### **Key Responsibilities:**

- Assist families and youth in navigating public education systems, special education processes, and conflict resolution in ways that prioritize shared goals and positive outcomes.
- Advocate on behalf of children, youth, and families to ensure access to appropriate services, supports, accommodations, and protections under the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).
- Communicate professionally and effectively while navigating conflicts and working toward mutually beneficial outcomes.
- Collaborate with school districts and community agencies to promote equitable, inclusive, and youth-centered practices.
- Plan for, develop, and facilitate youth-led group programming, creating inclusive spaces where young people build self-advocacy, leadership, and peer support skills.
- Support and expand youth self-advocacy programming that promotes skill-building, independence, confidence, and informed decision-making.
- Support youth in understanding their rights and elevating their voices in educational planning, meetings, and decision-making processes.
- Maintain strict confidentiality for all participants and families.

### **Other Job Duties:**

#### **Community Education:**

- Provide education to parents/guardians and the community about the individual rights of people with intellectual and developmental and related disabilities.
- Support parents' increased understanding of how to better support their children and advocate on their behalf through a variety of modalities to include delivery of specific content to empower parents/guardians on the special education process.

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- Provide information and education about The Arc of the Pikes Peak Region, our mission, our programs to support families, and what supports are available and how we might be able to help them.

### **Reporting:**

- Maintain all client information and records according to agency policies and procedures.
- Record all documentation needed to demonstrate the results of activities as they relate to desired outcomes.
- Provide any other documentation or information as requested accurately and in a timely fashion.
- Participate in weekly team meetings
- Provide weekly status reports for the Advocacy Coordinator.

### **Community Relations:**

- Represent the interests of The Arc- PPR and its constituents as needed at community meetings, organizations, etc.
- Communicate The Arc's values and beliefs in an effective manner and during all community interactions.
- As assigned, participate actively in community efforts and events, task forces, or on specific committees.

### **Knowledge, Skills and Abilities:**

- Ability to advocate with confidence, professionalism, and collaboration.
- Skill in navigating conflict, problem-solving, and building productive relationships with families and systems partners.
- Ability to assess student needs and appropriate interventions.
- Ability to present challenging issues in a manner that is fair, forthright, and assertive, while ensuring collaboration and working relationships with others.
- Detail-oriented with the ability to manage multiple tasks, maintain accurate records, and stay organized.
- Ability to work independently, take initiative, and act with judgment and maturity.
- Ability to receive, interpret, and incorporate feedback to continuously improve performance.
- Ability to articulate thoughts and ideas clearly and succinctly both verbally and in writing and communicate with people from diverse backgrounds with diverse opinions.
- Knowledge of educational laws and related acts is highly desirable.
- Willingness to participate in professional development opportunities to enhance skills and knowledge
- Actively owns their development and engages in ongoing self-reflection to drive continuous growth.
- Strong working knowledge of IDEA and public education systems; experience working within or alongside school districts preferred.
- Demonstrated ability to plan, facilitate, and adapt group programming for young people with varying abilities and support needs.
- Experience working with individuals with intellectual and developmental disabilities and/or their families preferred.
- Excellent communication, organization, and interpersonal skills.
- Strong interpersonal skills with the ability to work effectively within a team and across community partnerships, as needed.

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### **Qualifications:**

- Bachelor's degree in Special Education or related field and/or experience working with special populations in a school district preferred.
- Associates Degree with 5years experience in a related I/DD field
- Bilingual Spanish/English is a plus
- A current, valid driver's license and valid automobile insurance required.
- Pass background check and pre-employment drug test

**To Apply:** Please send a Letter of Interest, Resume, and three letters of recommendation to:  
Daryl Trujillo, Advocacy Coordinator ([daryl@thearcppr.org](mailto:daryl@thearcppr.org))

### **FLSA Status:**

Full-Time

Non-Exempt

Wage Range: \$45,760 – 56,160