



Arkansas Autism Resource & Outreach Center (AAROC)

The mission of AAROC is to provide Hope, Direction & Support to families of individuals diagnosed with an autism spectrum disorder through family support activities, education and training, and awareness and advocacy

Position: Northwest Arkansas Community Liaison (30 hours/wk)

Position Overview

The ideal candidate for AAROC Community Liaison will be detail minded, have good organizational skills, and have excellent interpersonal skills. This position will involve interaction with individuals and families from the autism community, representatives from other disability/autism organizations, representatives of governmental agencies, current and potential donors, and AAROC Board members and advisory committee members.

RESPONSIBILITIES AND DUTIES

- Conduct autism awareness activities: activities include outreach to area families/providers and the general public about autism spectrum disorders, information about best practice in autism intervention services, and about the services provided by AAROC to families and the community.
- Assist with provision of parent/family support activities critical to providing “hope, direction and support for families living with an autism spectrum disorder”: activities include parent training, telephone technical assistance, and information/referral services for families, and assisting AAROC Central office with scheduling, when available, “special topic” workshops for parents, clinicians, educators, and other members of the general public.
- Assist with developing area AAROC Community Advisory Committees: activities include recruiting interested parents, self advocates, clinicians, educators and community leaders for community advisory committees dedicated to assisting AAROC with identifying the needs of individuals diagnosed with ASD and their families
- Coordinate AAROC fundraising activities in NWAR

QUALIFICATIONS AND REQUIREMENTS

- Experience working with individuals with ASD. Preference will be given to candidates who are the parent of a child diagnosed with ASD
- Experience planning, coordinating and executing fundraising events
- Occasional travel to remote sites for coordination of AAROC activities as needed
- Good written and verbal communication skills
- Experience and strong skills using Microsoft Office Suite software
- Must be self-directed and able to work with minimal supervision
- Open availability during AAROC activities, including evenings and weekends as needed
- Must possess a valid unrestricted drivers license and have access to a properly insured vehicle
- Must be able to lift up to 50 lbs
- Must be willing to submit to background check(s) and drug test(s)

Job Type: Part-time (30 hours/wk)

Job Location: Fayetteville, Arkansas

Required education: High school or equivalent (candidates with college degree or some college credit preferred)

Salary/Benefits: \$22,700; Paid vacation and sick leave after 90 days

*Interested candidates should complete the AAROC employment application (following page) and submit it along with a current resume to AAROC, Attn: Dianna Varady. Documents may be submitted by email to ddvarady@uark.edu, by fax to (501) 261-9599, or mailed to 322 Main Street, Suite 501, Little Rock, AR 72201

*It is the policy of AAROC to provide equal opportunity in employment to all employees and applicants for employment. No person is to be discriminated against in employment because of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or genetic information.

Arkansas Autism Resource & Outreach Center (AAROC)

322 Main Street, Suite 501
Little Rock, AR 72201

Phone: (501) 454-8542
Fax: (501) 261-9599

Employment Application

Personal Information			
Last	First	MI	SSN#
Street Address		City	ST
		Zip	Email
		Home Phone	Mobile Phone
Are you entitled to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please explain:	
Military Service? <input type="checkbox"/> Yes <input type="checkbox"/> No		Branch	War
What position are you applying for?		Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		How did you hear about this position?	

Prior Work Experience				
	Current or Most Recent		Prior	
Employer				
Address				
City, ST, ZIP				
Telephone				
Name of Immediate Supervisor				
Dates of Employment	From	To	From	To
Position/Job Title				
Pay				
Reason for Leaving				
May We Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Education				
	Name/Location	Last Year Complete	Degree	Major or Emphasis
High School		9 10 11 12		
College/University		1 2 3 4		
Trade School				
Other				
List any applicable special skills, training or proficiencies.				

Personal References			
	Reference 1	Reference 2	Reference 3
Name			
Address			
City, ST, ZIP			
Telephone			

Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records and consent for AAROC use the information provided on this application to conduct a criminal background check.	Signature	Date
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