



Council of State Administrators of Vocational Rehabilitation

Council of State Administrators of Vocational Rehabilitation (CSAVR)

Project and Operations Manager

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1. About the position

This is a new full-time position and expands the total number of CSAVR staff to seven. The Project and Operations Manager will work remotely from home while virtually networking and collaborating with fellow staff and partners routinely. Some travel will be required to attend conferences and leadership team meetings. Salary is dependent upon experience.

Most recently, CSAVR staff and leadership have prioritized the engagement of the membership in strategic planning. This has resulted in several new initiatives which requires increasing our project and operations management capacity. The addition of a highly skilled project manager is required to ensure timely and quality deliverables for the membership and external audiences.

The current CSAVR membership have identified the following strategic priorities for the national vocational rehabilitation program as:

- Recruit and Retain VR Staff
- Redesign and Streamline Internal Processes
- Increase Public Awareness of VR Services

This position will also have responsibility for internal operations related to non-profit administration and fiscal management, which will include budget oversight, audit documentation and federal/state compliance reporting.

The Project and Operations Manager will also serve as staff liaison to one or more core committees led by appointed state vocational rehabilitation agency directors.

This position reports directly to the Chief Executive Officer while intersecting and collaborating extensively across all projects, operational and staff functional areas.

Experience with non-profit project and operational management is ideal. Personal experience with vocational rehabilitation and/or disability employment policy and practice is desirable.

2. Job Duties

Strategic and Project Planning Management

Work closely with CSAVR staff and leadership to monitor, plan and implement strategic priorities identified by the CSAVR Executive Committee. Research, analyze, and summarize data to make specific recommendations and reporting of outcomes. Continuously evaluate the effectiveness and efficiency of the strategic priority objectives.

Pilot Initiatives and Implementation

For recommended objectives and actions, coordinate with involved parties to implement and support projects. Provide regular update reports to CSAVR leadership and staff as directed and ensure initiatives are implemented and results are delivered according to set deadlines.

Preparing & Presenting Reports

Maintain ongoing documentation of progress, tracking results and formatting into accessible formatting for public presentation.

Internal Operations

Develop and monitor internal systems to ensure timely and accurate fiscal, administrative and management functions. Establish protocols for researching and disseminating potential grant and partnership opportunities to the membership. Evaluate processes and recommend improvements to CSAVR procedures.

Other Duties

Complete other duties as assigned by the Chief Executive Officer.

Minimum Qualifications

Graduation from an accredited four-year college or university, plus four years full-time experience in project management and/or organizational strategic planning administration. One year of qualifying experience may be substituted for each year of education.

3. Preferred Qualifications

- Strong interpersonal abilities.
- Strong critical thinking skills.

- Strong and effective communicator.
- Demonstratable skills in Process Mapping and Root Cause Analysis.
- Demonstratable experience with data analysis and the visual portrayal of information.
- Demonstratable writing and public speaking skills.
- Demonstrable experience in working across several internal functional areas while coordinating and collaborating with fellow staff.
- Skills in the creation and delivery of presentations.
- Skills in project management monitoring, with proficiency in applicable project management tools such as MS Project, MS Planner or other appropriate software.
- Skills in developing and tracking internal administrative processes.
- Proficient in Microsoft Outlook, Word, Excel, Power Point, One Note, and Visio or some other flowchart/process mapping software.
- Demonstrable competence with virtual meeting platforms (e.g., Zoom, Teams, WebEx).
- Experience with tracking contract deliverables.
- Training and or certification in project management.
- Personal experience with vocational rehabilitation and/or disability employment policy and practice is desirable.

4. About the Council of State Administrators of Vocational Rehabilitation (CSAVR)

The Council of State Administrators of Vocational Rehabilitation is composed of the chief administrators of the public rehabilitation agencies serving individuals with physical and mental disabilities in the States, District of Columbia, and the territories. These agencies constitute the state partners in the State-Federal program of rehabilitation services provided under the Rehabilitation Act of 1973, as amended. The Council's members supervise the rehabilitation of some 1.2 million persons with disabilities.

***The mission** of the Council shall be to maintain and enhance a strong, effective, and efficient national program of public vocational rehabilitation which, in partnership with education, business, and the workforce system, empowers individuals with disabilities to achieve employment, economic self-sufficiency, independence inclusion, and integration into communities.*

***The purpose** of the Council shall be to:*

- 1. Provide a forum to enable Administrators of State Vocational Rehabilitation Agencies (SVRA) to study, deliberate, and act upon matters affecting the vocational rehabilitation of persons with disabilities;*
- 2. Provide a resource for the formulation and expression of the collective points of view of State Vocational Rehabilitation Agencies on all issues affecting the provision of vocational rehabilitation services to persons with disabilities;*

3. *Serve as an advisory body to the Rehabilitation Services Administration and to other governmental agencies as they develop policies and administer programs affecting the vocational rehabilitation of persons with disabilities;*
4. *Serve as an advisory body to other associations on matters pertaining to the vocational rehabilitation of persons with disabilities;*
5. *Provide a means of communication and joint action with similar organizations in the health, education, welfare, business, and workforce systems, as the services of such organizations are related to the provision of vocational rehabilitation and employment services to persons with disabilities;*
6. *Conduct, support, and participate in research and demonstration leading to improvement of vocational and other rehabilitation services to persons with disabilities;*
7. *Inform the public with respect to the effect of disability in lives of individuals and the benefits that accrue to persons with disabilities and society for the provision of vocational rehabilitation services;*
8. *Advocate for the enhancement of the national public program of vocational rehabilitation services; and*
9. *Lead and support the development of effective working relationships with businesses through the National Employment Team (NET).*

The operating principles of the Council are:

VR is driven to deliver inclusive, culturally informed services and outcomes for people with disabilities and business in a system that is free of ableism, racism, discrimination, and institutional bias.

- *Principle #1:*
 - *Innovating Solutions to achieve greater access to and use of vocational rehabilitation services resulting in the most effective outcome for our customers.*
- *Principle #2:*
 - *Building careers and retaining talent in America's workforce by investing expertise and resources to benefit our customers.*
- *Principle #3:*
 - *Customizing Services and Expertise that provide flexible supports and services to meet the workforce goals of our customers.*
- *Principle #4:*
 - *Leading and Engaging in Collaborative Strategies with our partners who are working with us to achieve greater collective impact at all system levels.*
- *Principle #5:*
 - *Committed to assuring the promotion of diversity, equity and inclusion for Black, Indigenous, People of Color and all who are legally protected from discrimination.*

5. Submitting applications

Qualified applicants are asked to electronically submit a comprehensive education and employment resume, along with three letters of reference to:

Stephen A. Wooderson, CEO
CSAVR
Swooderson@csavr.org

Application deadline is 5p eastern time, Friday September 8, 2023.

Full time CSAVR staff are eligible for retirement, vacation pay and medical insurance. Persons of color and persons with disabilities are encouraged to apply.