



514 Lake St., Suite C, Sitka, AK 99835, 907-747-6859 v/tty; sitka@sailinc.org, www.sailinc.org

Job Title: Sitka Independent Living Director (Full time)

Job Purpose: Independent Living Specialist with strong advocacy background to supervise the SAIL Sitka Program including independent living services, fundraising and development.

Reporting Relationship: Supervised directly by the Independent Living Supervisor.

Salary: DOE with benefits package, full-time position. Pay range: \$36,000-\$42,000

Position Responsibilities:

- Supervise Sitka Independent Living Program, staff and volunteers;
- Coordinate with remote Executive Director and Accountant to manage Sitka office budget;
- Oversee Sitka office development activities including grant applications, fundraising events and donor outreach;
- Coordinate and collaborate with other providers and agencies;
- Provide general independent living services to persons with disabilities of all ages;
- Provide disability awareness and education presentations to the public, community, businesses and schools;
- Advocate regarding disability issues at the local and state levels;
- Provide information and referral to people who have disabilities, agencies, and others;
- Complete reports, consumer notes, and other documentation:
 - Includes multiple grants, management and reporting;
- Carry out other assignments as required.

In addition, the position also *requires*:

- Ability to work independently; meet deadlines, and work under pressure;
- Ability to work with people of all ages from diverse backgrounds;
- Proficiency with personal computers (word processing, spreadsheets, databases, etc.);
- Travel to remote and rural communities; and,
- Dedication to Independent Living Philosophy including a strong advocacy background.

Qualifications:

The ideal candidate will have

- A working knowledge of:
 - Disability rights;
 - Human services systems commonly used by people with disabilities and seniors;
 - Other social service resources as well as state and federal benefit programs;
- Experience with program management, development and employee supervision;
- Outdoor recreation and trip planning experience;
- Driver's license with clean driving record and ability to drive 15 passenger bus (training available) desirable;
- Bachelors degree a plus;

Persons who experience a disability encouraged to apply. A federal and state background investigation will be conducted on the successful applicant.

To Apply: Applications can be downloaded from <http://www.sailinc.org/jobopenings.php> or request an application via SAIL: info@sailinc.org or 907-586-4920 (1-800-478-7245 within Alaska). Return applications to info@sailinc.org, via fax at 907-586-4980 or mail to SAIL, Attn: Joan O'Keefe, 3225 Hospital Dr., Suite 300, Juneau, AK 99801.

Position closes April 21st, 5:00pm, Alaska time.