

**PROJECT COORDINATOR
MASSACHUSETTS LIFESPAN RESPITE GRANT
JOB DESCRIPTION**

Part-time Coordinator of a two year Lifespan Respite Grant project, which will be directed by the Massachusetts Department of Developmental Services through August 2013. The grant is a collaborative project involving a number of state agencies, many community agencies, and other partners; who have joined together as members of a statewide coalition. The overall goal of the grant is to improve information about and access to accessible, community-based respite care services for family caregivers of children or adults of all ages with special needs. The Coordinator will be a consultant employed by the National Multiple Sclerosis Society, Greater New England Chapter.

JOB TITLE:	○ Lifespan Respite Grant Project Coordinator
PROGRAM:	○ Massachusetts Lifespan Respite Grant
SUPERVISOR:	○ Lifespan Respite Grant Project Director
WORK LOCATION:	○ National Multiple Sclerosis Society, Greater New England Chapter – Waltham MA
STATUS:	○ Independent Contractor, 20 hours per week ○ Position will be under contract with the National Multiple Sclerosis Society ○ This is a grant funded position which is of limited duration. Grant expires in August 2013.
PROBATIONARY PERIOD:	○ Sixty Days
KEY DUTIES & RESPONSIBILITIES:	○ Responsible for daily management of the Massachusetts Lifespan Respite Grant ○ Work closely with the Project Director to ensure that all milestones are being met in accordance with the timelines set out in the Grant Work Plan ○ Along with Project Director, coordinate and facilitate planned and “as needed” meetings for the Massachusetts Respite Coalition ○ Work closely with grant subcommittees which includes: ~ Coordinating and conducting an inventory of existing respite resources ~ Overseeing the evaluation process of the needs inventory ~ Coordinating the development of the training curriculum for respite workers ○ Work collaboratively with other stakeholders to develop online and printed resource directories ○ Other duties as assigned by Project Director.
QUALIFICATIONS:	○ Masters of Public Health or related degree preferred

	<ul style="list-style-type: none">○ Bachelor's degree required○ 5 years of managerial experience and knowledge of caregiver issues and community resources○ Strong verbal, written, and telephone communication skills required○ Strong computer skills required○ Ability to manage a complex project with strict deadlines required○ Efficient and effective in working with groups○ Ability to travel within Massachusetts as required○ Ability to travel out of state as required
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