Job Announcement

**Posted: February 1, 2021**

# State of Nevada

**Nevada Statewide Independent Living Council – Youth Action Leader**

**Program Officer I**

## The Position:

This position is a contracted employee with the Statewide Independent Living Council (SILC) and is not a State Employee. This position is an at-will position and is contingent upon availability of funding and board approval. The expected start date of this position is April 1, 2021 and will work up to 10 hours per week. Salary range: $20.76 - $24.56 depending on experience and the availability of funding. The length of employment is expected to be approximately six months but may be extended depending on the needs of the Council.

The Program Officer I will be responsible for the coordination and development of a Youth Action Council as a subsidiary of the SILC. This will include devising a strategic plan and policies that govern the Youth Action Council (YAC). The Youth Action Leader will report to the Executive Director of the SILC and will provide quarterly updates to the full Council.

This position is unique to the Independent Living community and will be a statewide recruitment.

## Qualifications:

* Be at least 18 and under 30 with a disability
* 2 years of experience and/or post high school education either in Independent Living or advocacy, social services, psychology, business administration or other relevant knowledge.
* Demonstrated written and verbal communication skills, interpersonal skills, and facilitation skills
* Demonstrated ability to work with a degree of autonomy, exercising good discretion and judgment
* Experience in a computerized environment, with strong working knowledge of Word, Excel, Outlook and PowerPoint.

## Preferred Qualifications:

* Familiarity with IEP’s
* Knowledgeable of Americans with Disabilities Act (ADA)
* Leadership and/or management experience

## Special Requirements:

1. A pre-employment criminal history check and fingerprinting are required. Persons offered employment in this position will be required to pay for fingerprinting.
2. The ability to telecommute is required.
3. This position may require up to 25% travel.

## Please email a resume with 3 references and all inquiries to: Wendy Thornley

**Aging & Disability Services Division** [**wthornley@adsd.nv.gov**](mailto:wthornley@adsd.nv.gov)

***Resumes being accepted until March 1, 2020***