



CAREER OPPORTUNITY

Education & Support Specialist

PART-TIME POSITION

25 hours per week between 9:00AM – 5:30PM on weekdays, 100% In Person
Evening and weekend hours as necessary
\$20.00/hour with paid sick time and paid Federal holidays

POSITION SUMMARY

Provide information, educational training, and support to families who have children with developmental delays, disabilities and undiagnosed health, behavior, social emotional and educational concerns.

SKILLS

Reflective listening; understanding of individuals from diverse cultures; excellent communication skills; understanding of the services and supports available to children with disabilities and their families; strong computer skills; working knowledge of Microsoft Word, Excel, and PowerPoint, and Zoom.

ESSENTIAL FUNCTIONS

- Provide support and information to families who have children with developmental delays and disabilities
- Assist families with school, health, and behavior issues
- Attend IEP, IFSP, Resolution and Mediation meetings
- Conduct presentations, trainings, educational workshops, IEP workgroups, face-to-face meetings, and outreach activities
- Collect and document data as required by the project
- Generate grant specific forms
- Identify and link families to leadership activities
- Support fundraising initiatives and activities

MINIMUM QUALIFICATIONS

- Preferably a parent of a child with a disability
- Two (2) year degree or work experience equivalent.
- Knowledge of community agencies and resources.
- Sensitivity to different cultures.
- Effective oral and written communication skills.
- Ability to occasionally work evenings and Saturdays.
- Requires Level 2 background screening.
- Requires the ability to transport and lift up to 10-15 lbs.
- Valid driver's license and reliable transportation.

E-mail resumes to hmaizvargas@ptopmiami.org

Parent to Parent of Miami is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

Rev.01.2026