



Job Posting Announcement

Independent Connection is adding to our team! We are hiring a **Program Coordinator**.

As a Coordinator, you will appreciate a balance between administrative activities and service activities. You will carry out program coordination responsibilities that allow for your creativity in project development. Key topic areas include health and wellness, healthcare, insurance, etc. The coordinator's leadership will be essential in the development of these services and programs. In addition, you will meet with individuals of any age, with any type of disability, throughout our nine-county service area in North Central Kansas using a variety of strategies – virtual/in person/in office. During these meetings you are focused on a variety of goal setting strategies and active listening; then you will provide information and resources that support their independent living goals.

Independent Connection is an independent living resource non-profit, we are a part of the independent living network working on disability awareness, education, and advocacy. We believe in individual choice and personal decision making. For more information, visit our website: www.indconnectinc.com.

Qualified applicants with disabilities are always encouraged to apply for open positions at Independent Connection. A disability is defined as one or more things that make something in an individual's life difficult. Must be at least 18 years of age and pass background checks.

Education/Experience

A bachelor's degree and two years of related job experience, or an associate degree and four years of related job experience, or a high school diploma with six+ years of job-related experience (with demonstrated increasing levels of responsibility) needed. Priority will be given to those that have experience in healthcare, insurance, education/teaching, or nonprofit program development. Personal experience with a disability or work/volunteer experience working with persons who have disabilities is helpful.

One full-time position will be filled in our Salina office. Office hours will be determined by needs but will most generally be between 8:30am-4:30pm, Monday through Friday. There will be times when it is necessary to work outside regular office hours, weekend days, or longer than an 8-hour day.

Travel within North Central Kansas is likely. If traveling, employee must have access to transportation. Or, if a personal vehicle is used, employee must maintain current auto insurance. Mileage reimbursement will be provided for work-related travel. Benefits include a retirement match, paid time off, 12 paid holidays, team atmosphere, flexible schedule, compressed workweek, and more!

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

To Apply

Apply on Indeed with your resume and cover letter, apply on our website, or send your resume and cover letter to:

Independent Connection
436 South Ohio
Salina, KS, 67401
EOE.

Independent Connection Inc. is a Center for Independent Living, which means we are a consumer-controlled, community-based, cross disability, non-residential, private, non-profit agency that provides an array of independent living services in 9 counties (Jewell, Mitchell, Lincoln, Ellsworth, Cloud, Republic, Ottawa, Dickinson, & Saline).

For more information, please visit our website: www.indconnectinc.com. EOE.