
WIPA Project Coordinator (Part-Time)

Position Summary: The WIPA Project Coordinator will report to WIPA Program Manager. The Project Coordinator plays a crucial role in providing comprehensive support to individuals with disabilities and their families who are seeking access to Federal and State work incentives programs. By conducting outreach efforts and collaborating with various agencies, nonprofit organizations, underserved communities and our VOAIL internal team, you will help empower beneficiaries with disabilities to enter the workforce.

Position Type: This is Part-Time, in-office position with occasional work from home opportunity. This position roughly requires a 20 hour work week on average and will variably include occasional weekend and/or evening hours as assigned

Work Environment: Physical demands include stationary work throughout the workday, operating a computer and other office productivity machinery with frequent communication with clients and colleagues of VOA IL. The individual hired must be able to move, traverse and travel in the community in a vehicle.

Essential Functions: The WIPA Project Coordinator will have a significant impact on the lives of beneficiaries with disabilities, enhancing their access to essential resources and opportunities. Your contributions will also play a crucial role in achieving organizational, legal, and financial outcomes, ultimately promoting greater client services and operational success.

- Conduct outreach efforts to identify potential beneficiaries eligible for work incentives programs.
- Collaborate with Federal, State, private agencies, NPOs, communities and VOAIL staff to ensure the seamless provision of services.
- Provide basic overview and pertinent information regarding services for beneficiaries.
- Assess the availability of other health benefits coverage options for beneficiaries.
- Offer guidance on accessing protection and advocacy services for individuals with disabilities.
- Make intake appointments for CWIC referrals.
- Collaborate with Certified Work Incentives stakeholder on outreach efforts.
- Participate in WIPA related presentations.
- Participate in WIPA related trainings.
- Communicate with referrals via phone calls and email
- Manage incoming and outgoing mail and marketing materials

Other Duties: Additional tasks as assigned by supervisor

Qualifications:

- Successfully complete federal suitability
- Strong interpersonal and communication skills, both oral and written.
- Ability to independently address moderate to complex problems with creativity and practicality.
- Proficiency in interpreting and applying organizational policies and guidelines.



Education and Experience: 1. High School Diploma or Equivalency 2. Valid driver's license.

VOA Illinois understands that it takes diversity of thought, culture, background and perspective to create a truly impactful organization and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents and veterans to apply. Candidates interested in working with VOA Illinois should feel motivated to apply even if they do not match every requirement, as we understand the value of transferrable skills and passion for service.

VOA Illinois provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, gender identity or expression, age, sexual orientation, national origin, disability, veteran status or any other characteristic protected by state, federal or local law. Reasonable accommodations provided to qualified applicants and employees with disabilities upon request.