

## **Washtenaw ACA is hiring!**

**TITLE:** Education Advocate, Washtenaw Association for Community Advocacy (WACA)

**REPORTS TO:** President/CEO

**EMPLOYMENT STATUS CLASSIFICATION:** Part-time, 20 hours/week

**COMPENSATION:** \$20-25/hour

### **Position Summary:**

Washtenaw Association for Community Advocacy's education advocate works with families to get appropriate services for children/young adults with disabilities (birth-26) in school. Most of this work is with families whose children receive special education services or who may be eligible for them.

### **Responsibilities:**

- Provide effective, professional education advocacy to families and/or young adults with disabilities at Individualized Education Program (IEP) and other school meetings in Washtenaw and Lenawee counties
- Review school and medical records to help families understand and advocate for student needs, appropriate supports, and school-based services
- Communicate with families, schools, and other agencies through email, phone, in-person, and virtual meetings
- Familiarity with the Individuals with Disabilities Education Act (IDEA), Michigan Administrative Rules for Special Education (MARSE), Section 504, and related rules, regulations, and policy guidance
- Connect families and young adults with disabilities to local, statewide and national resources
- Attend professional development events (2-3x/year)
- Complete data entry and reporting as required
- Assist with agency events, outreach and learning opportunities as assigned

### **Required Skills/Experience:**

- Excellent verbal, written, interpersonal communication and problem-solving skills
- Reliability, dependability, flexibility, punctuality, professionalism, and teamwork
- Strong attention to details and accuracy
- Computer skills (i.e., Microsoft Word, Google, Excel), ability to attend Zoom meetings, and experience working with online documents, databases, and reporting
- A clean driving record and reliable transportation
- Research and independent learning skills
- Commitment to WACA's mission of empowering people with intellectual and developmental disabilities to participate fully in community life



Washtenaw Association for  
Community Advocacy

*Opening Doors to Inclusion Since 1949*

Kristen Columbus, President/CEO    Matt Hall, Board Chair

**Preferred Skills/Experience:**

- Experience working with individuals with disabilities and understanding of special education

If you have experience in education, as a family member supporting someone with a disability, or are a student in social work, education or a related field, with a strong desire to learn and are looking for a part-time position in a supportive work environment, we want to hear from you! **Please submit a cover letter and resume to Kristen Columbus at [kcolumbus@washtenawaca.org](mailto:kcolumbus@washtenawaca.org). The deadline for applications is August 31, 2025.**

Thank you for your interest in joining our team!