

**POSITION: Education Advocate – Part time**

**POSITION SUMMARY:**

Responsible for intake, intervention, and follow-up on identified advocacy requests/needs. Attend IEP Interagency meetings as assigned/ available. Track all phone and written communication with individuals, families, and professionals. On-going responsibilities for data entry, and utilization reports.

**POSITION REQUIREMENTS:**

1. Bachelor's degree from an accredited college or university preferred but not essential.
2. Relevant experience in the field of Education Advocacy, preferably working knowledge of special education laws and the special education process.
3. At least 2 years' experience preferred providing volunteer or paid advocacy supports or related supports.
4. Board Certified Special Education Advocate preferred or comparable training in Education Advocacy.
5. Valid driver's license and clear record with own reliable vehicle.

For more information, please contact:

The Arc of Chester County  
900 Lawrence Drive  
West Chester, PA 19380  
610-696-8090  
[careers@arcofchestercounty.org](mailto:careers@arcofchestercounty.org)

10/2021