Appalachian Center for Independent Living, Inc.
1701 5th Ave 2nd Floor
Charleston, WV 25387
wvacil.org

Job Title: Program Coordinator (Multiple Positions Available)

Reports To: Executive Director

Location: Schoenbaum Center, Charleston, WV (limited hybrid options available)

Counties Served: Core Counties: Kanawha, Boone, Putnam, and Clay. Additional counties with varying services: Braxton, Calhoun, Doddridge, Greenbrier, Jackson, Nicholas, Pleasants, Ritchie, Roane, Webster, Wirt, Wood.

Type: Full-time (Exempt)

About ACIL

The Appalachian Center for Independent Living (ACIL) is a 501(c)(3) nonprofit organization dedicated to empowering people with disabilities to live independently and participate fully in their communities. Since 1982, ACIL has served the disability community through advocacy, independent living skills training, peer support, information and referral to community resources, and youth and adult independent living transition services across West Virginia. ACIL also coordinates specialized programs that support veterans and provide assistive devices and home accessibility modifications to promote independent living.

ACIL is growing and expanding services in our region. Through ACIL's Neighborhood concept, the organization connects people, improves places, and inspires ideas that create greater independence, inclusion, accessibility, and belonging for everyone with disabilities within their community. ACIL brings individuals with disabilities, families, community partners, and supporters together to build skills, share resources, advocate for change, and strengthen opportunities for meaningful community participation.

Key Responsibilities

The Program Coordinator is responsible for coordinating, implementing, monitoring, and evaluating assigned programs and services that promote independence, self-determination, accessibility, and community inclusion for individuals with disabilities.

The Program Coordinator oversees daily program activities, coordinates services and community partnerships, maintains accurate documentation, monitors program outcomes, and ensures compliance with organizational policies, funding requirements, and applicable regulations. The position upholds the Independent Living Philosophy, emphasizing consumer control, individual choice, self-advocacy, peer support, and the right of individuals with disabilities to direct their own lives and determine their own goals. Program assignments may include ACIL's five core independent living services, Veterans Directed Care, the Community

Living Support Program (CLSP), or the Van transportation program depending upon openings in any of these programs.

Essential Duties and Responsibilities

- Coordinate, implement, and monitor assigned programs and services in accordance with ACIL's mission, organizational objectives, program guidelines, and funding requirements.
- Develop and maintain program schedules, activities, outreach initiatives, and service coordination procedures to support effective program operations.
- Support the delivery of ACIL's five core independent living services: Information and Referral, Independent Living Skills Training, Peer Support, Individual and Systems Advocacy, and Youth and Adult Independent Living Transition Services.
- Promote consumer control, self-determination, informed choice, and the right of individuals with disabilities to establish and pursue their own independent living goals.
- Connect individuals with disabilities to community resources, benefits, services, and supports that promote independent living, self-sufficiency, and community participation.
- Develop and maintain collaborative relationships with community organizations, service providers, businesses, educational institutions, and other partners to strengthen ACIL's Neighborhood and expand access to services.
- Participate in community outreach, educational presentations, workshops, meetings, and special events to increase awareness of ACIL programs and disability-related issues.
- Maintain accurate, timely, and confidential program records, participant documentation, attendance records, service data, and outcome measurements.
- Prepare program reports, statistics, and updates for the Executive Director, funding sources, and applicable reporting systems.
- Monitor program performance and progress toward established objectives, grant deliverables, and performance measures; identify opportunities for improvement and communicate program needs to the Executive Director.
- Assist with program budgets, expenditure tracking, grant compliance, program evaluations, audits, and quality assurance activities as assigned.
- Collaborate with ACIL staff. Participate in staff meetings, training, professional development, and organizational planning activities.
- Represent ACIL professionally and positively, promoting disability rights, independent living, community inclusion, and the Neighborhood concept.
- Perform other duties as assigned.

Qualifications

Required

- Bachelor's degree or higher in human or social services, education, business, nonprofit management, public administration, or a related field.
- Commitment to the Independent Living Philosophy, consumer control, self-determination, disability rights, and community inclusion.
- Strong organizational, communication, interpersonal, and time-management skills.
- Ability to coordinate multiple activities, manage competing priorities, meet deadlines, and work independently and collaboratively.
- Ability to maintain accurate records, prepare reports, and complete required documentation in a timely manner.

- Proficiency in standard computer applications, email, word processing, data entry, and virtual meeting platforms.
- Ability to maintain confidentiality, exercise sound judgment, and follow organizational policies and applicable program requirements.
- Ability to establish and maintain effective working relationships with individuals with disabilities, coworkers, community partners, and service providers.
- Reliable transportation or the ability to arrange transportation necessary to fulfill assigned job responsibilities.

Preferred Qualifications:

- Experience working with individuals with disabilities of all ages or underserved populations.
- Experience coordinating community outreach programs, mobile office services, educational programming, workshops, or public engagement initiatives.
- Experience with developing workshops, educational classes, and training modules preferred.
- Experience planning and coordinating events or community initiatives.
- Knowledge of federal disability laws, including the Americans with Disabilities Act (ADA), Rehabilitation Act of 1973, Workforce Innovation and Opportunity Act (WIOA), Fair Housing Act, Olmstead decision, and related disability rights laws.
- Experience with advocacy, public education, rural service delivery, or community organizing.

Compensation and Benefits:

- Competitive salary based on education and experience.
- Wellness and Education Stipend.
- Employer-paid dental and vision insurance, Long and Short-term Disability, Life Insurance, EAP.
- Supplemental benefits available at employee cost.
- 401K with employer matching contributions.
- Generous paid holidays and leave.
- Mileage reimbursement for travel.
- Opportunities for professional development and training.

To Apply: ACIL is a dynamic workplace, centered on teamwork, positivity, strong work ethic, and commitment to excellence for the members we serve. If you are passionate about making a difference and working on a team to create a positive impact for people with disabilities, we encourage you to apply. To submit your application, please send your resume and any relevant portfolio to info@wvacil.org. Applications will be reviewed on a rolling basis, and we encourage early submission.

ACIL encourages applicants from all backgrounds and experiences, including those with disabilities and Veterans, to apply. We are an Equal Opportunity Employer and do not discriminate based on race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, or any other characteristic protected by law.