



**Projects Administrator (Part-Time) for
Self-Determination Local Advisory Committee (“SDLAC”)
Of the Regional Center of the East Bay (“RCEB”)**

Organization Overview:

The mission of the Self-Determination Local Advisory Committee (“SDLAC”) is to advise the Regional Center of the East Bay (RCEB) regarding the successful implementation of California’s Self-Determination Program. The Committee works closely with RCEB and its clients, their families, and stakeholders to ensure the program is effective and continuously improved, as envisioned by the State Council on Developmental Disabilities (“SCDD”).

Position: Projects Administrator (Part-Time) for the SDLAC. This is an independent contractor position. (Note- this is *not* a position with either RCEB or SCDD).

Location: Primarily remote, with virtual meetings

Compensation: Competitive hourly rate based on experience and credentials.
Estimated monthly hours: 40-80

Job Summary:

We are seeking a dedicated Projects Administrator (Part-Time) to manage and coordinate the activities of RCEB’s Self Determination Local Advisory Committee. This role involves working with the Committee leadership and RCEB to prepare for the Committee’s monthly meetings, facilitating some of those meetings upon request, arranging and supporting meetings of workgroups appointed by the Committee, and managing administrative tasks to support the Committee’s objectives.

Key Responsibilities:

- Work with RCEB to prepare for monthly Committee meetings using Zoom.
- Oversee ADA and language requests for accommodations at meetings.
- Collaborate with the Committee Meeting Facilitators, to create meeting agendas.
- Coordinate with RCEB for the distribution of meeting agendas and other meeting materials ten days in advance of the public meetings, and the dissemination of other Committee information between meetings.
- Take minutes during monthly meetings and prepare them for review at the following monthly meeting.
- Act as Meeting Facilitator at Committee's monthly meetings upon request.
- Facilitate the work of any workgroups appointed by the Committee.
- Monitor committee funding received from the State Department of Developmental Disabilities and advise regarding Committee spending versus budgeted amounts.
- Handle administrative tasks for work undertaken by Committee workgroups including projects the Committee wishes to fund. Tasks can include assisting with preparing Requests for Proposals, scheduling interviews, checking references, handling documentation, and coordinating contract matters with the workgroup, RCEB and 3rd party contractors.
- Perform additional administrative tasks as requested by the Committee Facilitator or Committee.

Qualifications:

- Experience in facilitating meetings.
- Experience in handling administrative matters.
- Familiarity with public government meeting practices.
- Strong organizational and communication skills.
- Knowledge of Zoom virtual meeting platform.
- Knowledge of Microsoft Office Suite.
- Familiarity with ADA compliance requirements.
- Experience in working with individuals with disabilities.
- Persons with disabilities are encouraged to apply.

Benefits:

- Flexible remote work environment.
- Opportunity to contribute to a meaningful cause supporting individuals with disabilities.

How to Apply:

Interested candidates should submit their resume and a cover letter outlining their qualifications and interest in the role to: selfdetermination@rceb.org . Please include "SDLAC Facilitator/Administrator Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Helpful Links About Self Determination Program, and the Self-Determination Local Advisory Committee:

(<https://www.dds.ca.gov/initiatives/sdp/>)

<https://rceb.org/clients/self-determination/>

<https://rceb.org/clients/self-determination/advisory-committee/>