

## How You Can Help

### **IMPORTANT:**

Contact Ellen Chambers, SPEDWatch Executive Director, to inquire about any of the opportunities listed below. (978) 433-5983 or echambers@spedwatch.org

Applicants for all volunteer positions subject to SPEDWatch management approval.

## Resources Needed

### **OFFICE SPACE**

SPEDWatch seeks donated office space in the North East, North Central, or Metro West area of Massachusetts for executive and administrative use. 1,000 +/- square feet. Furnished or unfurnished. Handicap accessible. Access to on site conference room and off street parking a plus.

## Volunteers Needed

### **CHAIRPERSON: Fundraising Committee**

Duties: Create and execute strategy to establish reliable funding for SPEDWatch. Manage volunteer members of the SPEDWatch Fundraising Committee. Report regularly to the Board of Directors on Committee activities.

Qualifications: Past/present experience managing fundraising strategy for nonprofit organizations. Experience managing a volunteer committee. Knowledge of Massachusetts special education system. Ability to work independently

Commitment: 6-8 hours per month. Attend Board of Directors meetings approximately four times per year.

### **CHAIRPERSON: Public Relations Committee**

Duties: Create and execute marketing and public relations strategy to build broad awareness of and support for the SPEDWatch movement. Manage volunteer members of the SPEDWatch Public Relations Committee. Report regularly to the Board of Directors on Committee activities.

Qualifications: Past/present experience managing public relations and marketing for nonprofit organizations. Experience managing a volunteer committee. Knowledge of Massachusetts special education system. Ability to work independently.

Commitment: 6-8 hours per month. Attend Board of Directors meetings approximately four times per year.

## **CHAIRPERSONS: SPEDWatch Chapters**

Duties: Organize people in your geographic area for the purpose of supporting SPEDWatch's mission of securing the educational rights of schoolchildren with disabilities. Engage in public awareness, education, direct action, member support, and fund raising activities. Facilitate communication between chapter members and with other area child centered organizations; distribute SPEDWatch marketing materials; alert SPEDWatch management to any issues/events in the chapter area that may require SPEDWatch's attention; encourage chapter members to participate in SPEDWatch sponsored events; attend two meetings per year with other Chapter Chairpersons; hold at least one annual meeting to which the SPEDWatch Board of Directors, local politicians, area PACs, etc. are invited.

Qualifications: Good organizational and communication skills, passion for the educational rights of students with disabilities; agreement with the strategy of nonviolent direct action. Training and ongoing support will be provided. Ability to work independently.

Commitment: 4-8 hours per month.

## **SPEDWatchPAC Listserv Moderator**

Duties: Post topics of interest to PACs to stimulate discussion on the listserv; maintain database of PAC Officers who are members of SPEDWatchPAC; contact PACs who are not members of SPEDWatchPAC to recruit new listserv members; answer questions posted to the listserv that are not adequately answered by others; monitor posts for appropriate content; approve new listserv members; periodically scrub listserv membership database to delete fictitious members. Works as member of the Technology Committee.

Qualifications: Knowledge of PACs; knowledge of special education law; basic computer skills; knowledge of Yahoo Groups is not necessary - training will be provided.

Commitment: 2-3 hours per week.

## **SPEDWatchForum Moderator**

Duties: Post topics of interest to stimulate discussion; answer questions posted to the Forum that are not adequately answered by others; recommend new Forums and Sub-Forums that should be created; monitor posts for appropriate content; approve new Forum members; periodically scrub Forum membership database to delete fictitious members. Work is done as a member of the Technology Committee.

Qualifications: Knowledge of special education law; basic computer skills; knowledge of phpbb Forums is not necessary - training will be provided.

Commitment: 2-3 hours per week

## **Telephone Support Representatives**

Duties: Answer question from callers regarding special education rights, laws and process.

Qualifications: Good understanding of special education rights, laws and process. Strong communication skills. Ability to work independently. Ongoing technical support will be provided.

Commitment: 4-6 hours per month.

### **Newsletter Writers**

Duties: Research and write articles for quarterly SPEDWatch Newsletter under the editorial direction of the Executive Director. Work is done as a member of the Newsletter Committee.

Qualifications: Strong written language and research skills; knowledge of special education law and process; basic computer skills; ability to work independently.

Commitment: 4-6 hours per month.

### **Newsletter Publisher**

Duties: Manage all aspects of quarterly newsletter production under the editorial direction of the Executive Director. Work is done as a member of the Newsletter Committee.

Qualifications: Strong desk top publishing skills; ability to work independently.

Commitment: 4-6 hours per month.

### **Direct Action Strategists**

Duties: Work as a member of the Direct Action Committee to shape recommendations for direct action for Board approval. Scan daily media and other formal and informal sources of information to identify situations in which SPEDWatch might need to engage in direct action events or campaigns. Manage the logistics of direct action events and campaigns.

Qualifications: Understanding of nonviolent direct action strategy. Knowledge of special education law and policy; activist experience a plus.

Commitment: 4-6 hours per month.

### **Administrative Assistants**

Duties: Carry out standard administrative tasks to support the day-to-day operation of SPEDWatch. Make phone calls, handle mailings, arrange meetings and appointments, basic research, data entry, make copies, etc.

Qualifications: Good telephone and organizational skills. Ability to work independently.

### **Trainers**

Duties: Conduct SPEDWatch trainings and workshops throughout Massachusetts.

Qualifications: Excellent communication and public speaking skills. Strong understanding of special education law and process. Training will be provided.

Commitment: 4-6 hours per month.

### **Trade Show Staff**

Duties: Represent SPEDWatch at trade shows and conferences as an exhibitor. Set up SPEDWatch exhibit materials. Talk with visitors about SPEDWatch and its mission.

Qualifications: Excellent communication skills. Strong understanding of special education law, process, and problems within the special education system. Training will be provided.

Commitment: 4-6 hours per month.

*Listings change periodically - please check back frequently*