



Four Corners Regional Education Cooperative #1

*Aztec Municipal Schools – Bloomfield Public Schools—Central Consolidated Schools—Farmington
Municipal Schools—Gallup-McKinley County Schools—Zuni Public Schools—San Juan College*

August 26, 2026

Job Description: Program Coordinator NM DDC Project

Project: Empowering Voices: Four Corners Disability Leadership & Advocacy Project
(Four Corners Inclusive Education and Employment Initiative)

Position Type: Contractual / Grant-Funded (State Fiscal Year 2027: July 1, 2026 –
June 30, 2027)

Compensation: \$30.00/hour (total allocation not to exceed \$25,000.00)

Supervisor: Executive Director / Program Manager

Position Overview

The Four Corners Regional Education Cooperative #1 (FCREC #1) is seeking a dedicated Program Coordinator to execute key operational and technical assistance deliverables under the *Empowering Voices: Four Corners Disability Leadership & Advocacy Project*, funded by the New Mexico Developmental Disabilities Council (NMDDC).

The Program Coordinator will focus on advancing competitive integrated employment for individuals with developmental disabilities (DD) by deploying direct technical assistance to regional employers, supporting community and advocacy workshops, and fostering inclusive workplace environments across rural communities in Northwest New Mexico.

Key Responsibilities & Core Deliverables

- **Employment Technical Assistance (Target Completion: December 15, 2026):**
 - Deploy direct technical assistance to regional business owners, employer partners, and hiring networks.
 - Deliver actionable training and guidance on reasonable accommodations, inclusive workplace structures, and onboarding methodologies that support sustainable, competitive integrated employment.

- Assist in breaking down regional systemic barriers to hiring individuals with developmental disabilities.
- **Program Implementation & Regional Support:**
 - Collaborate with the Program Manager and Executive Director to execute project activities across three key service coverage areas: Aztec/Bloomfield/Farmington, Shiprock/Newcomb, and Gallup/Zuni.
 - Assist in coordinating and executing inclusive community workshops and leadership/advocacy training for individuals with DD and their families.
 - Support outreach efforts focused on health literacy, digital accessibility, and independent living resources.
- **Administrative & Compliance Duties:**
 - Utilize the centralized Google Workspace for Education platform for secure regional team communication and workflow tracking.
 - Maintain accurate data collection, participant metrics, and activity logs to support quarterly performance reporting and compliance under state and federal regulations (2 CFR 200).
 - Perform regional travel (~4,477 total projected project miles across service areas) to conduct on-site consultations, workshops, and business visits.

Qualifications & Competencies

- **Education & Experience:**
 - Bachelor's degree in Special Education, Social Work, Vocational Rehabilitation, Public Administration, Human Services, or a closely related field (Master's degree preferred).
 - Direct experience working with individuals with developmental disabilities in community and/or school, family advocacy networks, or transition/employment services.
 - Demonstrated background in providing technical assistance or consultation on competitive integrated employment, workplace accessibility, or reasonable accommodations.
- **Knowledge & Skills:**
 - Knowledge of disability rights, self-advocacy frameworks, and state/federal regulations governing transition and employment services.
 - Strong interpersonal, communication, and presentation skills suited for diverse, culturally responsive rural and tribal communities.
 - Proficiency with Google Workspace or similar centralized digital communication tools.
 - Valid driver's license and willingness to travel extensively throughout Northwest New Mexico.

Send the following to director@nmrec1.org on or before August 31, 2026 with a subject: **Application: Program Coordinator NM DDC Project**

- Cover Letter
- Most Current Resume
- Copy NM Teaching/ Admin License/s
- Copy of Transcript of Records
- Three Recommendation Letters (at least one is from current or previous supervisor)