Employment Opportunities

Updated as of March 7, 2023

If you are interested in joining our team to make a difference in the lives of families with children with visual impairment, we invite you to review our current employment opportunities and application process.

How To Apply

Please e-mail your resume and cover letter to: partnersforpediatricvision@gmail.com

Documents submitted via e-mail as attachments must be in Microsoft Word format with the “.doc” file extension or as an Adobe PDF document. We cannot accept compressed or zipped files. Resumes that do not reference a specific job title in the cover letter or e-mail subject line will not be considered.

For more information call (323)612-8185 Monday – Friday, 9:00am to 5:00pm (PST).

Job Title: **Development Associate**

Partners for Pediatric Vision (PPV) is seeking a Development Associate to support the organization’s fundraising, donor relations, and marketing goals. This position will be involved in fundraising, donor communications, event planning, and grant management. This is an exciting opportunity to help spread awareness of how low vision services change the trajectory of children’s lives while building essential funding support.

The Development Associate is responsible for managing donor relations and correspondence, engagement of prospective new donors, representation of PPV in public and working alongside the ED and Director of Special Projects on grant research, applications and foundation communications. The Development Associate works with the ED, Founder and Communications Associate on the coordination of fundraising events. Applicants should have experience in donor engagement, fundraising and communications and will be encouraged to initiate projects and work independently and as part of our team.

**Responsibilities include, but are not limited to:**

* Assist with identifying new prospective funders including grants, corporate, community and individual donors
* Develop charitable partnerships to support fundraising, outreach and awareness
* Produce donor acknowledgement correspondence and periodic mailings
* Develop or strengthen existing major donor giving levels
* Create and present periodic donor reports with input from ED
* Collaborate on fundraising campaigns
* Help with the planning and execution of donor cultivation and fundraising events
* Assist with grant management and writing

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

* Bachelor’s degree or equivalent experience in development/fundraising or related field
* Minimum of 3 years of experience with fundraising or related work in the non-profit sector

•   Ability to professionally write and edit copy

* High computer proficiency
* Strong verbal and written communication skills
* Must be an experienced and motivated multitasker who is detailed oriented, well-organized and able to manage competing timelines
* Demonstrated ability to work effectively with diverse people across the spectrum of socio- economic status, race, ethnicity and gender orientation
* Works primarily from home with some work required at events and eye clinics in the greater LA area

**Title**: **Family Specialist**

**Requirements**: BA in Early Childhood, Special Education, Child Development, Social Work or related field and experience working with children with special needs. Minimum of two years’ experience working with children with special needs and their families in an early intervention program, family resource center, school, medical or educational setting.  Excellent child observation skills and familiarity with child development across domains. Experience working in collaboration with a variety of professionals and agencies within the community. Knowledge of how local service systems (regional center, school districts, CCS, etc.) work is helpful.  Excellent interpersonal skills including active and reflective listening, identifying problematic issues and providing follow up intervention to a diverse group of families.  Excellent organization and computer skills desired in order to work from home. Some administrative duties including tracking child exams and entering family data. Professional, personable, non-judgmental and child-friendly approach needed to work alongside dynamic team of service providers including doctors. Ability to speak to individuals or groups of professionals on behalf of the organization at meetings and one on one. Training will be provided on pediatric visual impairments, interventions, and accommodations specific to children with vision loss.

Hours: Part time position with the ability to become full time

**Responsibilities**:

* Intervention and support by phone and video for calls for approximately 50 – 100 families per year
* Participation in low vision examinations as needed for the purpose of meeting families of children with visual impairment and multiple disabilities and providing intervention in English or Spanish
* Contact family members prior to exam by phone for detailed eye and health child history, send to doctors
* Work in collaboration with Developmental Optometrists to determine how best to help families understand their child’s visual impairment as well as obtain information, services and support to benefit the child and family
* Record notes at vision exams and collect release forms and photos
* Answer questions, offer support, make referrals, gather resources, identify crisis situations, address parenting concerns, offer intervention strategies, demonstrate technology and determine follow up plan either during the exam and/or as part of follow up calls
* Creating intervention plans for children on caseload and adding to Dropbox
* Contact with community professionals on behalf of families
* Knowledge and experience with Microsoft Word and Excel
* Community outreach including providing in-service or consultation to a variety of professionals
* Participation in PPV family events approximately four times a year