

Job Announcement
Independent Living/ Information and Referral Specialist (Full-Time)
2026

This position is located at the Center for Independent Living (CIL) of Northwest Florida, Inc. The purpose of this position is to assist people with disabilities by providing information about community resources and facilitate the intake process for CILNWF services. The Independent Living/Information and Referral Specialist will answer telephones and/or greet walk-in consumers and provide needs assessments to determine whether CILNWF services or referrals to outside agencies is the most appropriate option. The incumbent will seek out and attend community fairs and interagency meetings in our service area to develop relationships and build community resource alliances, and to facilitate maintenance of a referral database.

QUALIFICATIONS OF THE POSITION:

1. Experience with disability matters is preferred.
2. Must have good communication skills.
3. Must have excellent writing skills.
4. Must have good record keeping skills.
5. Should have experience giving presentations.
6. Must have experience using computer technology and accessing the Internet.
7. Must be willing to travel occasionally to neighboring counties of Santa Rosa, Okaloosa and Walton.
8. Must be able to work occasional weekends or evenings to attend vendor fairs or other organization related activities (in rotation with other team members).
9. May be offered opportunities for overnight travel (such as CIL Day in Tallahassee).

This position offers a competitive salary and benefits. **Please submit resume with cover letter, three professional references and salary requirements to info@cilnwf.org. No phone calls please.**