



## **Program Assistant Job Description**

### **POSITION SUMMARY:**

The Program Assistant will support the Program Director in the implementation of programs and occasionally special event fundraisers. This is a part-time position (not to exceed 20 hours each week), and hours vary depending on program and event schedules. This position will primarily attend events in the community and bi-weekly staff meetings in the DSPNT office. This position will report directly to the Program Director. This is a part-time, non-exempt position with a flexible schedule. Will primarily require evening and weekend hours.

### **ESSENTIAL FUNCTIONS AND JOB RESPONSIBILITIES:**

#### ***Program Development and Implementation***

- Assist with scheduling, coordinating, and implementing day-of program activities.
- Maintain accurate program records, participant data, and reports.
- Communicate with program participants, families, and partners to provide information and support.
- Help prepare program materials, supplies, and communications.
- Manage program volunteers on-site.
- Provide administrative support such as answering phones, managing emails, and maintaining files.
- Participate in team meetings and contribute to program planning and evaluation.
- Perform other duties as assigned to support the success of the organization.

#### ***Qualifications***

- High school diploma required and associate's or bachelor's degree preferred, or equivalent experience in a nonprofit, education, or social services setting.
- Experience working with individuals with Down syndrome.
- Strong organizational and time management skills with attention to detail.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office and comfortable learning new software.
- Ability to work independently and collaboratively in a team environment.
- Flexible, dependable, and able to manage multiple priorities.
- Must have a passion for the mission and values of DSPNT.
- Must pass a criminal background check.
- Maintain confidentiality per DSPNT's employee manual.
- Must have a valid drivers license, liability insurance and reliable transportation.