

Job Title: Programs Assistant

FLSA Status: Part-Time, Non-Exempt

The ideal candidate is a self-advocate with Down syndrome who has completed high school and is passionate about helping individuals with Down syndrome and their families, especially assisting other self-advocates in achieving their dreams to work, live independently or participate in the community. The candidate will receive employment training, individualized supports and experience in areas of advocacy, outreach and administration.

Job Summary:

The Programs Assistant will directly support DSNetwork's ongoing programs and services. Primary responsibilities include providing administrative, logistical, and outreach supports including but not limited to office duties, attending community events, participating in special projects, promoting event participation, establishing community and individual partnerships to expand program offerings and assisting with the duties related to hosting events.

Work Performed:

1. Attend DSNetwork's community based programs and perform administrative duties as needed.
2. Participate in professional development courses such as self-advocate training and educational workshops.
3. Network with local self-advocates and entrepreneurs as well as with businesses and services that serve them.
4. Initiate and support professional relationships with community providers and resources for adults with Down syndrome and self-advocates.
5. Maintain a directory of local self-advocates, entrepreneurs and service providers.
6. Assist at community resource fairs, awareness events and networking with new parents, media, medical professionals and government officials for advocacy and outreach.
7. Perform various office duties such as assembling information packets, making copies, updating flyers with current event information etc.
8. Communicate with constituents to update them on event information, available services and life experiences.
9. Monitor an inspirational blog on our website.
10. Work with the board of directors, committees and volunteers to provide administrative and logistical support. (ie. Answering phone calls, directing calls, taking messages, distributing agendas etc.)

This is intended to describe the general nature and level of work, and is not an exhaustive list of all responsibilities, duties, and skills required. Employees may be required to perform tasks outside of their normal responsibilities.

Location and Hours:

Specific days and number of hours are flexible and can be negotiated. Part time employment includes up to 4 hours per week and in office hours will take place on Mondays. The position is based out of DSNetwork's main office located at 1830 S Alma School Rd, Ste 129 in Mesa, AZ. Due to the nature of DSNetwork's programs, most working hours will be at various locations in the community.



Qualifications, Skills & Abilities:

1. High School Diploma or equivalent.
2. Ability to work independently given multistep directions and complete tasks on schedule.
3. Strong customer service experience.
4. Ability to maintain confidentiality and uphold protocols.
5. Experience using computer programs such as Microsoft.
6. Dependable and flexible.

For questions and how to apply:

To apply for this position, please submit a letter of intent/resume by email to info@DSNetworkAZ.org.