**Down Syndrome Association of West Michigan**

**Program & Administration Assistant**

The Down Syndrome Association of West Michigan (DSAWM) is hiring for a part-time Program & Administration Assistant who is looking to gain experience and support the Program and Communications staff at a prominent West Michigan nonprofit organization serving the disability community.

**JOB DESCRIPTION**

The Program & Administrative Assistant is a dynamic and organized self-starter who is responsible for supporting the mission of the Down Syndrome Association of West Michigan (DSAWM) through direct support of the Program Director and Communications Director. The primary areas of responsibility include programming, communications, and administration.

**DUTIES & RESPONSIBILITIES**

* Programming
  + Attend and supervise evening programs with the support of volunteers and, occasionally, the Program Director
  + Respectfully and appropriately engage with DSAWM members of all ages with Down syndrome and their families
  + Organize, set up, and tear down programming supplies onsite and offsite as needed
  + Coordinate program volunteers including recruitment, communication, and assignment
  + Track program and volunteer participation with use of Microsoft Excel and/or CRM database system
  + Assist the Program Director with other responsibilities as needed
* Communications
  + Utilize social media platforms to promote awareness, brand recognition, and advocacy
  + Prepare daily social media posts to be implemented by the Communications Director
  + Prepare and distribute the Weekly Update newsletter using Constant Contact
  + Assist the Communications Director with other responsibilities as needed
* Administration
  + Prepare bank deposits and corresponding thank you letters and tax receipts
  + Oversee stock of distribution materials and replenish as needed
  + Maintain a safe and clean work environment
* Miscellaneous
  + Assist with and attend DSAWM events throughout the year
  + Additional tasks as requested by leadership staff

**QUALIFICATIONS**

* Self-starter, independent worker with an eagerness to learn and desire to deliver quality results
* Excellent organizational skills
* Superior interpersonal, written, and oral communication skills
* Flexible availability, with the availability for daytime training during the first few weeks of employment
* Must have reliable transportation for travel throughout Grand Rapids and neighboring counties
* Proficient experience with social media platforms
* Proficient computer knowledge of Microsoft Office Suite (Word, Excel, Publisher) and Google Workspace (Drive, Forms, Docs)
* Experience working with the disability community (preferred)
* Bilingual English/Spanish (preferred)
* High school or equivalent education (preferred)
* Commitment to the mission of DSAWM

This position requires extensive computer keyboard and mouse activity. Program attendance at locations around Grand Rapids and occasionally in Kalamazoo or near the lakeshore is expected; reliable mode of transportation is required. The loading and carrying or moving of materials will be required as well. Reasonable accommodations are available for individuals with disabilities.

**AVAILABILITY**

Monday-Thursday, 4pm-8pm

Occasional 4-8 hours required on Fridays or weekends

This position is part-time with a work week of 16-24 hours. The preferred candidate will work 16 hours Monday-Thursday from 4-8pm, with flexibility to work an additional 4-8 hours occasionally on Fridays or weekend days. Availability for daytime training during the first few weeks of employment is required. This schedule does offer some flexibility to work with the chosen candidate’s availability.

**COMPENSATION**

Hourly wage of $15/hour

**ABOUT DSAWM**

The Down Syndrome Association of West Michigan (DSAWM) is a resource and advocacy organization promoting public awareness and supporting lifelong opportunities for individuals with Down syndrome. DSAWM advocates for and provides services and programming through all stages of life to individuals with Down syndrome and their families across 12 West Michigan counties. We are committed to creating communities that embrace Down syndrome, empower individuals, and promote opportunities for meaningful lives. Learn more at [dsawm.org](https://www.dsawm.org/).

**HOW TO APPLY**

Submit a resume and cover letter electronically to [victoria@dsawm.org](mailto:victoria@dsawm.org) or in the mail to

Attn: Communications Director

DSAWM

160 68th St. SW, Suite 110

Grand Rapids, MI 49548

Application deadline is April 30, 2022.

DSAWM is an EOE.