



Our mission at DSNetwork is to educate, support and advocate for those in our community touched by Down syndrome. DSNetwork achieves this goal through an open, supportive and collaborative network that connects individuals and families with needed resources and information.

MANAGER OF PROGRAMS, EVENTS AND VOLUNTEER ENGAGEMENT

Job Details

This position is part time, up to 20 hours per week with occasional evenings and weekends, depending on program and event schedules. Office work with some remote hours available.

Pay rate

Starting at \$21 per hour depending on experience

Reports to

Executive Director

DUTIES and RESPONSIBILITIES:

Program and Volunteer Coordinator

- Manage and coordinate DSNetwork programs and events
- Program facilitator responsibilities include oversight of logistics (scheduling program activities, reminder emails to participants, registration forms, social posts, newsletter inserts, etc.)
- Manage program budget, procure/prepare supplies and find informative guest presenters as needed
- Facilitate programs when no facilitator is available
- Arrange for qualified respite care providers to assist during group sessions
- Provide reports, as needed to be able to share program outcomes and successes
- Manage a sustainable volunteer engagement program including the process for volunteer intake/application, orientation, training, and continuing education
- Update volunteer handbook and/or curriculum, as needed
- Recruit, manage and track volunteers to support program and event needs

Social Media Assistant

- Generate, design, edit, publish, and share creative and compelling content such as social media posts, motion graphics, video and other communications for the social channels
- Collaborating across programs and events to ensure continuity across all aspects of marketing campaigns
- Respond to comments, reviews, and questions on all platforms in a timely and professional manner

Event and Administrative Support

- Assist with duties as assigned for fundraising events, family outreach events including attending and staffing registration/DSN tables for events, such as fundraising events and community fairs/booths
- Budget and administrative duties as needed
- Event Volunteer Coordination as needed
- Perform other duties and responsibilities as assigned

SKILLS & ABILITIES

- Drive company van as needed to transport clients
- Work evenings and weekends on occasion as required for programs and events
- Strong computer skills and proficiency of software applications including Microsoft Office, Google, NeonCRM, Canva, MailChimp, Social Media platforms among others
- Attention to detail, time management and problem-solving skills
- A creative mind with an ability to work independently and improve processes
- Ability to maintain a high degree of confidentiality and responsibility
- Be a team player
- Bilingual (Spanish, English) preferred

REQUIRED DOCUMENTATION within 60 days of hire

- Valid Arizona Driver's License
- Fingerprint clearance card. If not already obtained, one will need to be obtained at time of hire
- Must complete training and obtain certificate for Arizona Article 9, CPR and First Aid

DO YOUR VALUES ALIGN WITH OURS?

- We are TRUSTWORTHY in our daily responsibilities and commitment to others
- We use EMPATHY in our interactions and RESPECT toward others in all that we do
- We carry out our responsibilities with the utmost INTEGRITY
- We COLLABORATE with and rely on our community partners and volunteers
- We are INNOVATIVE and seek opportunities to be original and creative
- We are INVESTED, devoting our time, effort and energy to our mission

If you are interested in joining our small non-profit heart centered team, please submit your letter of interest and resume to Jennifer O'Connell, Executive Director at jennifer@dsnetworkaz.org.