



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.

COMMUNITY LIAISON

Job Details

This position is part time, average of 5 hours per week (will increase to up to 10 hours with event needs). Occasional evenings and weekends, depending on program and event schedules. Office work with some remote hours available.

Pay rate

Starting at \$23 per hour depending on experience

Reports to

Executive Director

DUTIES and RESPONSIBILITIES:

Volunteer / Community Outreach

- Manage a sustainable volunteer engagement program including the process for volunteer intake/application, orientation, training, and continuing education
- Update volunteer handbooks as needed
- Recruit, manage and track volunteers to support program and event needs
- Foster and document ongoing community connections with providers and services in the Down syndrome community

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 and Vendor/Sponsor 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 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

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.