



Down Syndrome Association of Central Florida Program Coordinator

Our Organization:

Down Syndrome Association of Central Florida was Founded in 1991 and is an accredited and award-winning not-for-profit association. It has grown from a few families to over 1,200 individuals with DS and their families. We serve families in an area of over 10 counties with help from more than 17,000 friends, professionals, volunteers and other supporters.

DSACF is a leading voice for all individuals with Down syndrome and their families. We offer hope, encouragement and acceptance through advocacy, education and awareness as we guide individuals with Down syndrome through life's transitions. Together, we create a Central Florida community composed of and dedicated to individuals with Down syndrome – and those who love them – so that each may realize their potential. For more information, visit www.dsacf.org.

Position Title: Program Coordinator

Classification: Exempt

Full-Time

Reports to: Executive Director

Position Summary

The Program Coordinator is responsible for the planning, implementation, supervision, evaluation, and communication of new initiatives and programs for various age groups in accordance with the organization's mission and strategic plan.

Primary Duties and Responsibilities

Programming

- Responsible for the planning, implementation, supervision, and evaluation of new educational and social programming for youth, teen, adult, and new and expectant families. Specific duties include, but are not limited to: securing content, date, and location of events, managing event logistics and vendors in accordance with event budget, recruiting and supervising event volunteers, maintaining appropriate attendee data, and serving as primary contact on event day.
- Responsible for marketing programming and events to membership through the organization newsletter, website, social media, event registration site (such as Eventbrite), digital media (flyers) and e-mail blasts.
- Responsible for compiling, maintaining, and reporting data on program statistics to the Executive Director.
- Responsible for analyzing trends in the programs, identifying issues, and developing and recommending solutions to the Executive Director.
- Responsible for participating in related community events when deemed appropriate.
- Responsible for identifying resources and maintaining a helpful and positive attitude when addressing member questions and concerns.
- Responsible for supervising and collaborating with various program committees.
- Responsible for developing new initiatives to support the strategic direction of the organization, including budget of expenses and revenue streams to offset expenses
- Responsible for assisting the Development Manager and Executive Director with fundraising initiatives related to the new programs.
- Responsible for assisting with the day to day operations of the office.

- Responsible for answering emails and phone messages in a timely manner.

Qualifications and Skills

- Degree in business, social work, health, education, non-profit or related field
- 1 or more years experience in programs, non-profit, social work, or working with individuals with special needs
- Strong problem solving and leadership skills
- Ability to interact and maintain professionalism with people of all ages, disabilities, and cultural backgrounds
- Ability to work independently and as part of a team
- Effective oral and written communication skills
- Computer literacy with working knowledge of Microsoft Office, QuickBooks, and donor database systems
- The ability to multi task and switch between tasks
- Computer literacy with a working knowledge or ability to learn different online systems (mail chimp, Eventbrite, templated website design, etc.)
- The ability to pick up new tasks quickly and improvise when necessary
- Ability to work flexible hours including some nights and weekends

Preferred qualifications and skills

*Graphic design, website design, social media and newsletters a plus

- Bilingual English/Spanish a plus
- Development experience a plus

Pay and Benefits

The pay for this position is commensurate with education and experience.

To Apply

Please submit cover letter, resume, and salary requirements to jcaramello@dsacf.org