



Down Syndrome Alliance of the Midlands Program & Event Assistant (Part-time)

Organization Overview:

The **Down Syndrome Alliance of the Midlands (DSA)** is committed to connecting those touched by Down syndrome through education, advocacy and support. We believe this can be achieved by providing families and individuals living with Down syndrome with meaningful, convenient, and unique opportunities to discover independence and to celebrate their achievements. Our vision is for people with Down syndrome to achieve their fullest potential in an accepting and inclusive community. We exist to support families, promote community involvement, and encourage a lifetime of opportunities for people with Down syndrome.

Position Overview:

The DSA Program & Event Assistant will work with DSA's Events Coordinator and Program Coordinator to facilitate all aspects of programs and events held at DSA and at off-site locations. The primary responsibility of the DSA Program & Event Assistant is supervision and oversight of scheduled programs and events hosted by DSA.

Primary Responsibilities:

1. Supervise all aspects of the program and/or event
2. Prior to program or events ensure that all materials and/or supplies are ready
3. Prior to program or event, ensure that the space is laid out in the way desired for the program or event.
4. Be present to open the building for volunteers, participants, and members and close & secure the building at the conclusion of the program/event
5. Be available during events to handle issues & answer questions
6. Check volunteers, participants, and members in as they arrive when needed
7. Work with DSA Events Coordinator and Program Coordinator to coordinate all aspects of events and programs held at DSA and at off-site locations
8. Assign volunteers to tasks during DSA programs and events
9. Other tasks as assigned

Job Qualifications:

1. Minimum age requirement – 18 years of age
2. Passion for the mission and vision of Down Syndrome Alliance of the Midlands.
3. Strong communication skills and ability to maintain and foster relationships across a diverse set of individuals.
4. Work independently with minimal and/or no direct supervision.
5. Comfortable working as part of a team.
6. Background in social work, special education, or prior experience working with individuals with intellectual or developmental disabilities is desired.
7. Must have the ability to effectively and strategically communicate with individuals with Down syndrome and their families.
8. Must complete all necessary background checks and other pre-hire requirements as set forth by the organization and according to state and federal rules and regulations.
9. Works outside of normal business hours, on weekends and nights as required by event.

Job Details:

1. Hours: Part-time, Flexible, 5-10 evening and weekend hours per week
2. Location: DSA office – 10824 Old Mill Road Suite 8, Omaha, NE 68154 and off-site locations
3. Pay: \$15 - 20 per hour, dependent on experience
4. Reports to Program Coordinator and Events Coordinator

DSA is committed to fostering a diverse and inclusive workplace. We believe in the value of different experiences, skills, and voices in strengthening our work and achieving our mission. DSA is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, familial status, veteran status, sexual orientation, genetic information, public assistance, local human rights commission activity, gender identity or any other characteristic protected by applicable federal, state, or local laws.

Interested candidates should submit resume and cover letter to the attention of Leah Boldt at boldt@dsamidlands.org.