Job Description: Program Assistant
Reports to the Program Director / Part-Time / Non-Exempt

Established in 2007, disABILITYsa is a nonprofit 501c (3) organization with the mission to educate, advance, and engage people with disabilities by building networks, exchanging information, creating opportunities, and strengthening our disability community in the Greater San Antonio area. We have a vision to make San Antonio the #1 community where people with disabilities want to live, learn, work, and play.

Working for disABILITYsa means adopting our mission and vision as your own. As a member of the disABILITYsa team, your work will directly impact the lives of children, youth, and adults with disabilities in and around the San Antonio community. The right person will identify with our values of Respect, Integrity, Diversity, Abundance, and Resolve.

Position Description:
The Program Assistant's role is to offer administrative and program support needed to sustain and grow the programming at disABILITYsa. This position is responsible for supporting the planning and provision of programs including, but not limited to Leadership Fellows Academy, PAR Pilot Program, Changing SA MCU Program, AccessAbility fest/abilitySTRONG Parade, Fiesta Especial® (Inclusion 5K & Parade, Celebration Day, Royal Court), Conversation 360°, VaxabilitySTRONG, Community Advancement Initiatives, and the organization's Special Events.

The Ideal Candidate:
The ideal candidate must be comfortable with multi-tasking and prioritization with close attention to detail, accuracy and timeliness; is well organized, flexible, and enjoys the challenges of supporting a diverse array of active programming. This person must present a professional demeanor at all times. The ideal candidate will be a resourceful thinker able to anticipate obstacles, creatively unravel them, and take proactive steps to manage circumstances with minimal supervision. An ideal candidate is reliable, responsive, thoughtful, self-directed, positive, and seeking a challenging role.

disABILITYsa authentically embraces diversity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

POSITION RESPONSIBILITIES:
- Provide administrative and task support to the Program Director
- Assist in the Implementation of programs from start to completion
- Assist in the coordination of program/event details including rentals, printed materials, signage, exhibitor layout, committee communications, etc. Some participation in event sponsorship solicitation will occur in the form of mail-outs and follow-up calls
- Manage databases for programs to including but not limited to Exhibitors, Parade Participants, Program Participants, Community Resources, etc.
- Assist with data management, correspondence, and administrative work to support the programs
- Assist in the preparation, composition, formatting, and/or typing of letters, reports, documentation, and other correspondence; and proof and edit various materials
- Run miscellaneous errands
- Assist, as available, other departments with special skills or work overload

The job description in no way states or implies that these are the only duties performed by the employee in this position. Management has the right to assign or reassign duties and responsibilities at any time.

ESSENTIAL FUNCTIONS:
- Ability to easily navigate online platforms
- Ability to work independently, demonstrate leadership and sound judgment.

- Ability to work with a sense of urgency and be responsive.
- Ability to prioritize work, meet deadlines, achieve goals, and work under pressure in a dynamic and complex environment.
- Ability to work effectively in a team environment where flexibility, collaboration, and adaptability are important both internally with other staff and volunteers as well as externally with community partners.
- Have an interest in the overall responsibilities of the organization and look for ways to help the team become as efficient as possible with a willingness to help others whenever possible.

ANCILLARY JOB FUNCTIONS:
- Occasionally sitting, standing and/or moving for more than 8 hours in a day
- Occasionally works in outdoor weather conditions and may be exposed to rain, snow, and extreme heat/cold

MINIMUM QUALIFICATIONS:
- High school diploma or equivalent required, certificate or two-year degree preferred
- Must have 2+ years' experience and/or education in administrative services with demonstrated experience
- Exceptional Project Management skills with experience supporting project and business initiatives such as planning meetings, tracking deliverables, pulling routine reports, and the ability to coordinate logistics for events and programs.
- Strong attention to detail
- Strong verbal, written, and interpersonal communication skills with knowledge of composition, punctuation, grammar, and editing and basic math skills
- Must be computer literate in windows applications including Google Docs/Sheets, Microsoft Office (Word, Excel, and PowerPoint)
- Must be able to report to workstation without assistance
- Must be able to conduct repetitive motions on a daily basis
- Access to reliable transportation

SALARY INFORMATION:
The salary range display below is based on a Part-time 20 hour a week schedule.
Salary: Min-$10.00 / Mid-$12.75 / Max-$15.50
Job Type: Part-time, Non-Exempt

All applicants must be able to pass a background check to include Texas DPS, Central Registry, Nationwide FBI screening, Credit Check, Motor Vehicle Record Check, and pre-employment Drug Screening.

Benefits offered:
- Holiday Pay
- Paid Time Off (PTO)

Job Inquiries may be submitted online at www.disabilitysa.org/dsa-jobs
No walk ins. Applications will not be taken in person. Send cover letter and resume to HR@disabilitysa.org.
If you need accommodation or support with your inquiry, call (210) 704-7262 for assistance.

disABILITYsa.org | FiestaEspecial.org | abilitySTRONGparade.org | AccessAbilityfest.org | disABILITYsaCreativeServices.org

disABILITYsa | P.O. Box 28243 | San Antonio, Texas 78228-0243 | 210-704-7262 | 866-461-5481 | info@disabilitysa.org