Adult Program Coordinator
Position Description

Classification: Non-Exempt
Hours: Part-time, 20-25 hours
Reports to: Executive Director

Our Organization
Down Syndrome Association of Central Florida (DSACF) was Founded in 1991 and is an accredited and award-winning nonprofit organization. It has grown from serving a few families to over 1,200 individuals with Down syndrome and their families throughout 10 counties.

The DSACF offers 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
The Adult Program Coordinator is responsible for the planning, implementation, supervision, evaluation, and communication of programs and new initiatives for adult participants (age 21+), in accordance with the organization’s mission and strategic plan.

The needs for our adult population are complex, diverse and ever-changing and may include, but not be limited to: housing, employment, transportation, health care, social networking, healthy relationships, health aging, future planning, caregiver support and independence skills. The person in this role must be comfortable balancing the demands of providing education and support to individuals with Down syndrome, families and care providers, program management, researching and providing pertinent research, training from outside vendors, and working with external organizations who may be able to support the population's needs. This position will be responsible for providing a blend of in-house programming, coordinating external programming from third-party providers, light case management/family support, and dissemination of pertinent research, resources and information that will benefit the community. When applicable this position may also need to plan and implement special events, such as training/webinar, seminars, parties or get-togethers. The candidate must have a deep and thorough understanding of the specific needs adults with Down syndrome face and must be comfortable working to serve the whole family unit.

Major Duties and Responsibilities

Updated 3.24.22
Programming

● Planning, implementation, supervision, and evaluation of new educational and social programming for adult members and their families.
● Responsible for securing content and/or speakers on a myriad of topics pertinent to adults with Down syndrome
● Event management and logistics when applicable: meeting space, venue, speakers, food, enrollments, volunteers, etc.
● Responsible for the on-going management of all third party vendors, including ensuring each vendor has an active contract, all required paperwork on file, background checks, and on-going communication regarding scheduling, billing, attendance, etc.
● Creates an annual programs budget, with the assistance of the Executive Director, and ensures program expenses are tracked and stay within budget
● Developing program goals and objectives
● Compiling and reporting program outputs and outcomes to the Executive Director
● Analyzing program trends, identifying issues, and recommending solutions to the Executive Director
● Keeps accurate participant, family, attendance records in the agencies CRM, Bloomerang

Volunteers

● Recruiting, training and supervising program and operations volunteers
● Recognizing volunteers through thank you cards, spotlights on the web site or in newsletters, appreciation events, etc.

Communication

● Maintain and update the DSACF web site to include all current programmatic opportunities via calendar and drop-down menu functions
● Sends out frequent reminders and communications to market and advertise upcoming programmatic opportunities and events
● Works in conjunction with Marketing & Communications Coordinator to ensure that programs are properly highlighted on social media platforms
● Creating and maintaining an electronic Knowledge Center including information about financial, recreational, rehabilitative, educational, and supportive resources for children with Down syndrome and their families
● Work in conjunction with Marketing & Communications Coordinator to publishing a monthly newsletter that includes upcoming program information, feature stories, donor recognition, and resources

Miscellaneous

● Assists and supports DSACF’s major events, including the Step Up for Down Syndrome Walk, Down to Party Gala, Tee Up for 21 Golf Tournament, World Down Syndrome Day, holiday events and other special events as assigned
● Event support may include, but is not limited to, tracking,
● Perform other duties as assigned

Qualifications and Characteristics Required

● Applicant must have a comfort working with individuals with intellectual and developmental disabilities and family systems (parents, siblings, grandparents, etc.)
● Degree in social work, health, education, nonprofit management, or related field. Direct experience working with individuals/families with Down syndrome may be used in lieu of education if applicable.
● Minimum two years of experience creating, running, and evaluating programs
● Ability to work independently and as part of a team
● Effective oral and written communication skills
● Computer literate including knowledge of Microsoft Office, social media and donor database systems; ability to learn different online systems like EZ Text, Eventbrite, etc.)
● Project management skills, often running several programs simultaneously

Updated 3.24.22
● Ability to work flexible hours