

JOB DESCRIPTION – Program Specialist

Salary Range Hourly - \$15.00 - \$18.00

Non-Exempt Position

Location: Austin, Texas

Overview:

The Autism Society of Central Texas is searching for a professional with a strong background in programs, outreach and family support to work with the Executive Director and Administrative Coordinator. The Autism Society of Central Texas (ASCT) is seeking a part-time (20 hours week) Program Specialist to manage Information and Referrals, and provide direct support to all ASCT programmatic activity.

The ASCT is a vibrant non-profit (501c3) organization whose mission is to ensure individuals affected by autism in a twenty-four (24) county region of Central Texas are valued, included, and given the opportunities to pursue fulfilling lives by providing information, support, and advocacy for people affected by autism and their families, educators, professionals, and the community-at-large.

Definition of Position:

The Program Specialist reports directly to Executive Director and works closely with the Administrative Coordinator. The Program Specialist oversees and maintains ASCT Information and Referrals (I&R) and Programs including directly developing an Adults with Autism support program. The Program Specialist works with individuals with autism, their families, and professionals who serve them, to build relationships and improve access to information on autism spectrum disorders including health, learning and community resources; assist families and individuals with autism spectrum disorders to understand and navigate service systems, provide support, training, and other activities as needed. The Program Specialist will engage with external stakeholders, autism providers and support the Panel of Professional Advisors for ASCT. The Program Specialist will demonstrate an understanding of, and commitment to improving the lives of all affected by autism and adhere to the Autism Society's "Options Policy." Minimal local travel is required. Valid driver license, auto insurance, and reliable car are a must. Some evening and weekend hours are required.

Key Responsibilities:

- Work with the Executive Director to build and maintain strong, positive relationships with existing individual, family and professional members and the autism community in general
- Respond to requests for information about Autism Spectrum Disorders and autism resources from a variety of individuals. Inquiries reach ASCT by phone, e-mail, social media, website, and other means. Enter each inquiry into the Autism Society's database in a timely and accurate manner.
- Answer phones and provide callers with information and referrals as requested.
- Work in a non-discriminatory, culturally-sensitive manner which encourages all community members to access the ASCT's services and activities.

- Collaborate with ASCT team to develop Adult Autism Program, outreach to participants, manage monthly meetings and coordinate social skills events with small group of adults with autism.
- Track monthly data on Adult Autism Program and prepare final report in October 2016
- Support Panel of Professional Advisors (PPA) group as staff liaison
- Coordinate quarterly meetings with Program leads and PPA
- Work in close collaboration with the Executive Director to set and achieve short and long-term communications and program goals, objectives, and targets and to help establish and monitor the master calendar
- Manage email communications plan including monthly e-newsletters, event invitations, training opportunities, action alerts and other emails as needed
- Assist with the preparation of high-quality proposals, grants, reports, newsletters, and mailings required to support ongoing ASCT program activities.
- Contribute timely program information for the ASCT website.
- Engage and motivate volunteers to participate in program activities.
- Assist with the design of materials directed to educate individuals, families, and professionals about autism spectrum disorders.
- Identify and pursue outreach opportunities to increase awareness of autism and the ASCT's work; attend and/or recruit volunteers to attend community events as needed.
- Comply with company policies, procedures, and regulations. Perform general office duties such as filing, answering telephones, and handling routine correspondence, as needed.
- Other duties as assigned by the Executive Director.

Strong candidates for this position will have:

- Documented work experience in community based information and referral programming.
- Excellent organizational skills including attention to detail, good recordkeeping, responsible time management, and the ability to juggle multiple projects and deadlines in both an independent and collaborative setting.
- Experience with Microsoft Office, such as Word, Excel, and PowerPoint. Experience with WordPress and MailChimp preferred.
- Experience working with social media platforms including Twitter, Facebook, YouTube and LinkedIn.
- Strong database management skills.
- Good oral and written communication skills.
- A strong understanding of the needs of individuals with autism and their families.
- Strong interpersonal skills and the ability to work as part of a team.
- Flexibility, self-motivation, enthusiasm, and commitment to the ASCT's mission.
- The ability to maintain confidentiality.
- The ability to listen and respond to a variety of constituents with a wide range of knowledge and opinions about Autism Spectrum Disorders.

Please direct inquiries to info@austinautismsociety.org or by calling 512-479-4199. Submit cover letter and resume via email by March 24, 2016 to be considered as a candidate.

