

Arc of Greater Beaumont

Program Assistant- Contract Job Description

Works at direction of the Arc Office/Program Manger and assists in execution of Arc Program activities through clerical office support and administration of Arc events.

Works closely with the Arc Board of Directors and Office/Program Manger to develop and administer the Self Advocate Program. Arc Self Advocates is managed by individuals with I/DD and is a component of the agency's educational/leadership development track for individuals with I/DD. The mission of Arc Self Advocates is to help individuals with developmental disabilities speak out for themselves, continue their education, learn about the legislative process and develop leadership skills.

Hours/Rate of Pay: 20 hours per week or as directed by the Office & Program Manger, flexed hours. \$12-\$15 per hour commensurate with experience.

Schedule: Work schedule flexed according to program events. Attendance at events required.

Duties: Assist Arc Office/Program Manger in executing Arc program activities. Duties include, but are not limited to:

Office Duties: Directed by Office/Program Manger. Duties may include typing, data entry, record management, e-mail & internet use, answering phones, making phone calls and other tasks as assigned.

Program Administration: order/gather materials, coordinate set-up, registration & clean-up at events; supervise attendees and other tasks as assigned.

Self-Advocates program administration: Duties included tasks necessary to assist Self-Advocates in running their group: clerical work necessary to schedule meetings, create curriculum, schedule meetings, reserve meeting site, recruit speakers, order/gather materials, coordinate set-up, registration & clean-up at events; supervise attendees and other tasks deemed necessary. Coordinator will facilitate the following activities for Arc Self-Advocates:

- Create curriculum, recruit speakers, order/gather materials
- Schedule monthly educational meetings/workshops
- Coordinate set-up, registration & clean-up at events; supervise attendees and other tasks deemed necessary
- Participate in annual State Self-Advocates Conference and/or Arc Texas Conference
- Learn about legislative advocacy and meet with local legislators
- Plan a Capital Day field trip during legislative session
- Participate in community service projects

Job Requirements: Employee must have reliable transportation. Mileage reimbursed at rate paid by the State of Texas. Employee must be physically capable of lifting objects up to 20 pounds.

Skills: Basic clerical skills required. Strong organizational and communication skills a must.

Education: Bachelor's Degree or equivalent. Experience working with individuals with developmental disabilities preferred. Work experience with charitable organizations a plus.