



Job Title: Program Coordinator

Location: Down Syndrome Alliance of the Midlands (DSA)

Reports To: Executive Director

Employment Type: Full-time, Flexible

About Us:

The Down Syndrome Alliance of the Midlands (DSA) is a non-profit organization committed to enhancing the lives of individuals with Down syndrome and their families throughout the Midlands region. Our mission is to empower individuals with Down syndrome by providing advocacy, education, and support services while promoting awareness and inclusion in the community. Through outreach initiatives, fundraising events, and partnerships, we are dedicated to making a positive impact and creating a more inclusive world for individuals with Down syndrome.

Position Overview:

The Program Coordinator will work closely with the Executive Director, staff and related program committees to develop and implement programs that enhance the social and educational development of teens and adults with Down syndrome, their families and the community. This position ensures that programs are staffed efficiently, follow established curriculums and meet the needs of participants and their families. In addition to programs, there are several key events for the organization throughout the year that the Program Coordinator will assist with and be present for. The ideal candidate will be an energetic, results-oriented professional with a passion for program management and community engagement.

Key Responsibilities:

Program Development and Management:

- Develop and implement a comprehensive program calendar focused on the social and educational development of teens and adults with Down syndrome, their families and the community.
- Collaborate with DSA's Program and Outreach Coordinators to assess holistic programming and outreach needs and opportunities.
- Oversee all program logistics, including venue selection, vendor coordination, volunteer management, registration, marketing, and day-of execution.
- Work closely with the ED and DSA's Marketing consultant to create promotional materials, social media campaigns, and email newsletters to generate interest and drive participation in programs.
- Develop adult and teen program budgets, track income and expenses, and ensure programs are executed within budget.
- Identify and work with community partners to develop new programs and enhance existing programs
- Engage with participants post-program to maintain relationships and encourage future involvement.
- Use participant feedback and membership engagement surveys to determine programmatic priorities and new areas of opportunity.
- Maintain program statistics to provide regular feedback on all programs, their effectiveness, and return on investment to the Executive Director, Board of Directors, staff and donors.

Program Support:

- Assist in the identification, solicitation, and stewardship of programmatic grants.
- Support grant writing efforts to secure funding for outreach, programs or events.
- Maintain program statistics and track outcomes for grant applications and reporting.

**Qualifications:**

- 3+ years of experience in programming, education, therapy, or community outreach, preferably in a nonprofit environment.
- Proven track record of managing successful programs.
- Knowledge of Down syndrome, disability advocacy, and the challenges facing individuals with Down syndrome and their families is a plus, or a demonstrated willingness to learn.
- Exceptional communication skills, both written and verbal, with the ability to effectively engage with a variety of stakeholders, including donors, families, community partners, and volunteers.
- Experience with donor management software, participant registration platforms, and social media marketing tools is preferred.
- Strong interpersonal skills with a positive, “can-do” attitude and the ability to work both independently and collaboratively in a team environment.
- The Program Coordinator must be able to work a flexible schedule including multiple nights and weekends per month as needed for programs, events, and committee meetings.
- In person office hours are required with occasional opportunity for remote work and comp time based on the program and events calendar.

Personal Attributes:

- Passionate about DSA’s mission and advocating for the inclusion of individuals with Down syndrome.
- Creative and resourceful, with an ability to think outside the box to engage the community and raise awareness.
- Empathetic and supportive, with a genuine desire to help individuals with Down syndrome and their families.
- High energy, self-motivated, and able to thrive in a fast-paced environment.
- Detail-oriented with a focus on achieving results and exceeding goals.

Details and Benefits:

- \$55,000-\$58,000 depending on experience
- Professional development opportunities
- A supportive, inclusive, and dynamic work environment

Application Process:

Interested candidates should submit a resume to Executive Director, Elizabeth Draney, at draney@dsamidlands.org.

DSA is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees and the individuals we serve. We encourage applicants from all backgrounds to apply.