

Job Title: Program Assistant

Organization: Sharing Hands A Respite Experience, Inc. (SHARE)

Location: Midland/Odessa, TX

Closing Date: Until Position is filled

SHARE Mission: SHARE partners with all family members of children with special needs, supporting their efforts to establish and maintain strong and successful families.

SHARE Vision: SHARE envisions a world where parents who have children with special needs have access to supportive programs that enable families to experience the joy of their journey.

Job Overview: The Program Assistant directly reports to the Programs Director and is a member of the programs team. This role distinctly focuses upon participating as part of the programs team to facilitate and administer programs to enrolled SHARE families, ensuring the highest quality of care for enrolled families via volunteer management and recruitment.

Status: The Program Assistant role is a full-time position, non-exempt from overtime, with an expected (40) hour workweek. In the event where the employee works over (40) hours, overtime will be paid and calculated as one-and-a-half times the hourly rate for every hour worked above and beyond the standard (40) hour workweek.

Assisting Responsibilities: • Plan and assist programs, including weekly respite nights with program staff • Plan and assist events for all programs • Coordinate Room Leaders and Nursing Staff for childcare events • Maintain frequent communication with Room Leaders via text, phone calls, and emails • Coordinate and host Teen Night • Refer client to appropriate counseling agencies • Enter new SHARE family charts into an established database (i.e., Procure) • Update SHARE family charts bi-annually • Update/maintain files via Sharepoint and applications • Participate in weekly program meetings and monthly Quality Assurance (QA) meetings • At QA meetings will take meeting notes • Attend required state meetings and/or training as needed • Participate in annual fundraising events • Assist with the development of the yearly calendar • Professionally represent SHARE at functions as assigned, including periodically weekend and/or evening events (i.e., resource fairs, recruitment events, and community events) • Exhibit a positive, professional level of relationship with enrolled families and staff • Perform other duties as assigned by the Program Director and/or Executive Director

Qualifications: • Relevant university degree and/or commensurate work experience • Substantial experience in programs within a nonprofit organization • Substantial level of volunteer management experience • Adept communication skills, both orally and written • A passion for creating community and providing support for families with special needs • Exude strong empathy skills and other interpersonal skills • Demonstrate strong time management skills as it pertains to time-sensitive projects • Proficiency in Microsoft Office and other relevant applications • Exhibit confidence, energy, and ability to work well with others • Be self-motivated and well organized, and have a strong attention to detail • Bilingual (preferred) • Working with people

Requirements: • Must pass a criminal background check • Must possess a valid state-issued driver's license • Must have a flexible schedule • Be able to begin within (2) work weeks upon offer of hire Benefits /

Compensation: • Competitive salary commensurate with experience level and/or education • Health Insurance • 401(k) with employer match upon eligibility • Travel reimbursement • PTO • 10 Paid Holidays a year • Flexible Scheduling

How To Apply: Send resume to Traci Hopper at ed@sharewtx.org