



Job Title: Transitioning Youth and Adult Program Manager

Organization: Down Syndrome Network of Montgomery County (DSNMC)

Location: Rockville, MD (Remote with in-person responsibilities)

Website: www.dsnmc.org

Hours: 30-40 hours per week

Compensation: \$30/hour

Reports To: Executive Director

Position Overview:

The **Transitioning Youth and Adult Program Manager** will be responsible for designing, developing, and managing programs that serve individuals with Down syndrome, particularly those in the Transitioning Youth (ages 14-21) and Adult (ages 21+) categories. The Program Manager will work closely with DSNMC's staff, volunteers, and community partners to support the organization's mission to empower individuals with Down syndrome and their families.

The Program Manager will focus on creating meaningful, impactful programs that promote self-advocacy, community involvement, lifelong learning, and employment. While this role includes some support for DSNMC's larger community events, the primary focus will be on managing year-round programs, recruiting participants, and evaluating program success. This role requires strong leadership and organizational skills, along with the ability to collaborate effectively with a range of stakeholders.

This is a 30-40 hour/week, remote position, with in-person responsibilities within Montgomery County, Maryland.

Key Responsibilities:

Program Development and Management (75%, including those * items below):

- **Design, implement, and manage programs** for Transitioning Youth and Adults, aligning with DSNMC's mission and goals.
- **Oversee key existing programs, such as:**
 - The self-advocate-led employer outreach initiative.
 - The college and career readiness program.
 - The Self-Advocate Community Network (SACN).
- **Identify gaps in current offerings and develop new programs** to meet the needs of individuals with Down syndrome and their families.

- Recruit and select participants for programs, ensuring inclusivity and meaningful engagement.
- Train self-advocates in leadership, community participation, and job-readiness skills.

Support for Transitioning Youth Families and Community Events (25%):

- Provide **resources and support** to families through the transition process.
- Provide **logistical support** for major DSNMC events, such as the **Step UP for Down Syndrome Walk**, the **Winter Dance**, and the **Summer Picnic**.
- Work in collaboration with the DSNMC team leads to integrating program-related goals into community events (e.g., showcasing self-advocate leadership).
- Serve as a liaison for program participants during these events, ensuring their active participation and support.

***Stakeholder and Community Engagement:**

- Build and maintain relationships with community partners, businesses, and employers to enhance program opportunities for self-advocates, including job placements and internships.
- Support outreach efforts to increase visibility of DSNMC's programs and recruit new participants and partners.
- Collaborate with the Executive Director, staff, and volunteers to align programming with DSNMC's strategic goals.

***Evaluation and Reporting:**

- Maintain necessary grant reporting records and meet reporting deadlines
- Develop and implement **program evaluation tools** to measure outcomes and impact, and use data to continuously improve program effectiveness.
- Report program successes and challenges to the Executive Director and Board of Directors.
- Assist in exploring the feasibility of charging participant fees for select programs and make recommendations based on findings.

***Mentorship and Leadership Development:**

- Recruit, train, and manage **peer mentors** to support self-advocates in their personal and professional growth.
- Oversee the development of **leadership training** for self-advocates, ensuring participants are equipped with the skills they need to become active community leaders.

Qualifications and Skills:

- **Education:** Bachelor's degree or equivalent experience in special education, program

management, social work, or a related field.

- **Experience:** Proven experience managing programs for individuals with intellectual or developmental disabilities, with a focus on Transitioning Youth and Adult services.
 - **Program Development:** Expertise in creating, implementing, and evaluating programs that promote self-advocacy, lifelong learning, employment, and community integration.
 - **Collaboration:** Strong interpersonal and communication skills, with the ability to work effectively with a wide range of stakeholders, including families, employers, and community partners.
 - **Leadership:** Ability to lead program-related initiatives, train mentors and self-advocates, and guide participants toward achieving their goals.
 - **Technology Proficiency:** Comfortable with tools and platforms used for program management, evaluation, and communication (e.g., Google Drive, Network for Good, etc.).
 - **Community Connections:** Familiarity with local businesses and employment opportunities, as well as post-secondary options for Transitioning Youth, is a plus.
 - **Flexibility:** Willingness to work occasional nights and weekends for key DSNMC events and programs.
 - **Commitment:** Passion for supporting individuals with Down syndrome and their families, along with sensitivity and understanding of their unique needs.
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Salary, Hours, and Availability:

This part-time position pays **\$30/hour** for **30-40 hours per week**. Hours are flexible, but timely communication with DSNMC members and partners is required. Occasional evening and weekend work is necessary for program-related events. The role is primarily remote, with some in-person requirements in Montgomery County, MD.

About DSNMC:

The **Down Syndrome Network of Montgomery County, MD (DSNMC)** is a 501(c)(3) non-profit organization dedicated to empowering individuals with Down syndrome through education, advocacy, and community support. Our vision is to create a community where individuals with Down syndrome can reach their full potential and are welcomed with fairness, enthusiasm, and encouragement.

How to Apply:

Please submit a cover letter and resume via email to brooke@dsnmc.org with the subject line "Transitioning Youth and Adult Program Manager Application." In your cover letter, include what

interests you about the position and your relevant qualifications.

Applications will be reviewed on a rolling basis, and the position will remain open until **December 15, 2024**, or until filled.

DSNMC is an Equal Opportunity Employer. All qualified candidates are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.