



## **INTERIM PROGRAM AND EVENTS COORDINATOR**

### **Down Syndrome Network of Montgomery County (DSNMC)**

*Rockville, MD*

[www.dsnmc.org](http://www.dsnmc.org)

*Hours:* \$24/hour, 20 hours/week, part-time

*Location:* Remote/home office, with in-person responsibilities in Montgomery County, Maryland

*Interim Position:* While this position is an interim position that lasts until November 30, 2024, there is a possibility of this position transitioning into a permanent position.

#### **Position Overview:**

DSNMC invites applications and inquiries for our part-time Interim Program and Events Coordinator. This individual will support and play a critical role in the growth and expansion of DSNMC programs and services. The Program and Events Coordinator is responsible for planning, organizing, and executing a variety of programs and events that align with the organization's goals and objectives. This role involves coordinating logistics, managing budgets, liaising with vendors and stakeholders, and ensuring all programs and events run smoothly and efficiently. The Coordinator will develop program and event concepts, create detailed plans, and oversee implementation, including marketing and promotional activities. Strong organizational, communication, and problem-solving skills are essential to successfully manage multiple projects and deliver exceptional experiences for participants and attendees. The Coordinator will report to the Executive Director and work collaboratively with DSNMC's staff and volunteer board of directors to implement initiatives and programs to support the organization's mission.

We seek a self-starter with high energy and excellent time management skills who is able to work independently without daily supervision. The Program and Events Coordinator must demonstrate sensitivity, awareness, and commitment to supporting individuals with Down syndrome and their families. The ideal candidate will possess excellent customer service skills and enjoy interfacing with our members and stakeholders; possess strong computer skills, including comfort independently problem-solving and working with the many technological platforms that support our work; and have experience with event promotion, logistics, and coordination. The Coordinator must have a positive can-do attitude and be comfortable delegating tasks to DSNMC staff, board members, and volunteers when needed.

#### **Role and Responsibilities:**

- Plan, organize, execute and evaluate DSNMC's programs and events that align with the organization's goals and objectives.
- Chair event planning committees, including but not limited to our signature annual events: Step UP for Down Syndrome Walk, Winter Dance and Summer Picnic.
- Develop detailed event concepts and plans, including budget development and tracking, timelines, agendas, and task lists.
- Coordinate logistics, including venue selection, permitting, catering, transportation, and equipment setup.

- Liaise with vendors, sponsors, partners, and stakeholders to secure necessary resources and support.
- Manage marketing efforts, including email communications, flyers, and other promotional materials, to ensure high participation and engagement in DSNMC programs and events.
- Collaborate with the Executive Director, fellow staff, and volunteer board to implement initiatives and programs.

**Experience and Skills:**

- Bachelor's degree or commensurate experience.
- Proven experience in program and event planning, coordination, and execution.
- Strong organizational and time management skills with the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal skills, with the ability to liaise effectively with vendors, sponsors, partners, and stakeholders.
- Demonstrated ability to manage budgets and financial aspects of events and programs.
- Ability to efficiently learn various technological platforms and software related to event planning and management, such as: google drive, Network for Good, Ds-connex, authorize.net and bill.com.
- Experience in marketing and promotional activities to drive participation and engagement.
- Strong problem-solving skills and the ability to address challenges effectively and efficiently.
- Ability to work independently with minimal supervision while also being a collaborative team player.
- High energy, self-motivated, and proactive with a positive attitude.
- Exceptional customer service skills and a commitment to delivering high-quality experiences for participants and attendees.
- Ability to work periodic nights and weekends as needed for DSNMC's events
- Sensitivity and commitment to supporting individuals with Down syndrome and their families.
- Comfortable delegating tasks to volunteers and team members as needed.
- Flexibility to adapt to changing circumstances and the ability to work under pressure.
- Knowledge of industry trends and best practices in event planning and program management is a plus.

**Salary, Hours and Availability:**

This is a part-time, \$24/hour position averaging approximately 20 hours per week. Hours will vary from week to week depending on daily operations management and DSNMC member events at any given time. In coordination with the Executive Director, the Program and Events Coordinator can set their own schedule each week while ensuring timely responsiveness to DSNMC members and partners.

The Program and Events Coordinator will participate in select DSNMC programs and events throughout the year, which will include periodic in person and virtual night and weekend work.

The Program and Events Coordinator will work remotely from a home office or other location. Office space and computers are not provided by DSNMC. The position does not include benefits.

## **ABOUT DSNMC**

DSNMC is a 501(c)3 non-profit organization whose mission is to empower and support individuals with Down syndrome, their families and the community through education, information, public awareness and advocacy.

The vision of the Down Syndrome Network of Montgomery County is to be a comprehensive resource on Down syndrome in the Washington, DC metro area. We envision a community where all people with Down syndrome can achieve their full potential, and where individuals with Down syndrome and their families are welcomed with fairness, enthusiasm and encouragement in the community.

For more information about DSNMC, visit our website, [www.dsnmc.org](http://www.dsnmc.org).

### **How to Apply:**

Please submit a cover letter and resume via email to [brooke@dsnmc.org](mailto:brooke@dsnmc.org) with “Program and Events Coordinator Application” in the subject line. Your cover letter should include what interests you about the position and your relevant qualifications for the position.

Applications will be considered on a rolling basis. The position will remain open until July 15th, 2024 or until the position has been filled.

DSNMC is an Equal Opportunity Employer. All qualified candidates are encouraged to apply and will receive consideration for employment without regard to race, sex, sexual orientation, age, religion, national origin, marital status, veteran status, disability, or other categories protected by law.