



## **Program Assistant Job Description**

**Position: Program Assistant**

**Reports to:** Executive Director

**Capacity:** Part-time, up to 8 to 12 hours monthly

**Organization:** Autism Community Connection

**Description:** The Program Assistant will assist the Program Coordinator by providing support for the young adult small groups.

**Purpose:**

Small Groups – assist the Program Coordinator plan and facilitate activities / meetings / outings for small groups of young adults with autism. The program is intended to foster friendships and increase independent living skills, community involvement, and job-related skills.

**Duties/Responsibilities**

- Actively participate during small group activities / meetings / outings
- Help supervise all participants during small group
- Perform other related duties as assigned

**Qualifications**

High School Diploma or GED

18 years of age or older

Reliable transportation to participate at community location

Ability to support, help plan, and implement programs

Ability to effectively interact with individuals with special needs

Ability to multi-task and exhibit good judgement

Strong organizational and communication skills

Works well in a team environment

Basic computer skills

If you are interested in this position, please send your cover letter and resume to Kelli Higgins, Executive Director at [k.higgins@autismcc-in.org](mailto:k.higgins@autismcc-in.org).