



Position Description

Job Title: Self-Advocate Employment Assistant and Ambassador
Reports to: Adult Services and Employment Coordinator

This is a part-time, 8-hour per week, exempt position developed specifically for an individual with Down syndrome. This person will report to the Adult Services and Employment Coordinator and will assist with our Ready to Work Employment Initiative. This person will also serve as an ambassador to the DSAGSL at community presentations and meetings. The following are key responsibilities of this position. The absence of specific statements of duties does not exclude these tasks from the position if the work is similar, related to or a logical assignment of the position.

Assistant to Ready to Adult Services and Employment Coordinator

- Maintain organized supplies for DSAGSL pop-up snack shop micro-enterprise.
- Manage the micro-enterprise workers, packing of snack bags, and labeling.
- Attend most snack shop pop-ups in the community and assist in coordinating workers.
- Co-teach Employment Academy classes and assist with organization of materials.
- Assist the entire team at the office with special events as they arise.

DSAGSL Ambassador:

- Develop auto-biographical presentation for community awareness events
- Accompany Program Coordinator and Executive Director and co-present at awareness events, and meetings with donors and legislators.
- Make "Thank you" phone calls to donors and sponsors.
- Assist with event set up and general office administrative duties.
- Ensure on-going demonstration and adherence to our mission, values, policies and related behaviors.
- Other duties as assigned by Supervisor.

Please submit resume and cover letter to Makini Anwisye at makini@dsagsl.org.

Approved and agreed:

Staff Member: _____

Date: _____

Supervisor: _____

Date: _____