



Down Syndrome Connection of the Bay Area
Empower - Inspire - Support

PENINSULA COMMUNITY ENGAGEMENT COORDINATOR

The Down Syndrome Connection of the Bay Area is passionate and dedicated to encouraging the unlimited potential in children and adults with Down syndrome throughout the San Francisco Bay Area since 1998. Our mission is to empower, inspire and support people with Down syndrome, their families and the community that serves them, while fostering awareness and acceptance in all areas of life. We pride ourselves on developing services that are in line with our members' needs and continuously break down barriers to success by providing resources, technology and education through our direct services.

The DSCBA is looking to hire a new team member in the Peninsula with the following skills and experience: Friendly, passionate and enthusiastic individual with strong organizational skills, the ability to multitask effectively, excellent computer, written and verbal communication skills. Bilingual (English and Spanish) communication skills are a plus.

DSCBA Peninsula Community Engagement Coordinator Compensation:

- \$23.00 per hour with access to retirement plan savings
- Starting part time hours 10-15 hours per week, future increase in hours may be available
- Work from home opportunity (minimal travel required)
- Flexible working hours and days
- Proof of up to date Covid-19 vaccination is required
- Employment is subject to a background check

Highlights of Peninsula Community Engagement Coordinator Position:

- Communicate with DSCBA Members, provide access to DSCBA team member and/or specialist.
- Work with Director of Programs in the organization, implementation and maintenance needed to provide local DSCBA Programs.
- Research and document local programs, services, and community outreach opportunities to share with DSCBA leadership team, with the goal of developing potential partnerships and to share information and opportunities with DSCBA members.
- Encourage fundraising efforts with assistance from DSCBA Development Team
- Invite, cultivate and engage Volunteers, together with DSCBA Volunteer Coordinator
- Work with DSCBA Communication Manager on social media posts and email communications.
- Salesforce for Non-Profit CRM experience is helpful, but not required
- Professional development and enrichment opportunities are available and encouraged
- Bilingual (English and Spanish) communication skills are a plus.

Note: This is a high-level overview of the DSCBA Community Engagement Coordinator job description.

For more info: DSCBA Director of Programs Teresa at teresa@dscba.org, or (925) 362-8660, ext 102.

Down Syndrome Connection of the Bay Area website: <https://www.dscba.org>