



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

SOLANO COUNTY 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.

DSCBA is seeking a passionate and skilled team member to serve as the **Solano County Community Engagement Coordinator**.

Qualifications, Skills, Experience:

- Passion for working in the disability community, with 5+ years experience in community engagement, program/event management, nonprofit experience.
- Excellent written and oral communication skills and ability to engage with an audience.
- Strong organizational skills, ability to multitask effectively and manage competing priorities.
- Proficient in Word, Excel, Google Sheets, prior experience with Salesforce is a plus.
- Familiarity with social media, online community platforms, digital engagement tools.
- Commitment to diversity, equity, and inclusion, with a focus on creating inclusive and accessible spaces for all members of the Down syndrome community.
- Experience leading successful events and activities.
- Ability to build, developing and maintain relationships with community organizations.

Responsibilities:

- Serve as a liaison between DSCBA members and DSCBA team members ensuring effective communication and successful connections.
- Collaborate with the Director Team to organize, implement, and sustain DSCBA programs, events, connection groups, workshops, and community-building activities.
- Research local programs and services, and community outreach opportunities, develop potential partnerships, share valuable resources with DSCBA members.



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- Conduct surveys and focus groups to analyze the needs and preferences of local members, identifying trends and opportunities to improve engagement efforts.
- Support fundraising initiatives in coordination with the DSCBA Development Team.
- Assist the DSCBA Volunteer Manager in recruiting, cultivating, and engaging local volunteers.
- Work with DSCBA Communication Manager on social media and email communications to promote community engagement opportunities and ensure initiatives are accessible to all members of our community.
- Experience with Salesforce for Nonprofits CRM is beneficial, but not required.
- Professional development opportunities are available and encouraged.
- Bilingual communication skills (English and Spanish) are a plus.

Compensation and Benefits:

- \$28.00 per hour, with access to a retirement savings plan.
- Part-time position, 10 to 15 hours per week, with a great potential for increased hours.
- Primary work location is within Solano County; occasional commute to other locations, including Danville office may be required.
- Flexibility in scheduling, with some weekday, weekend, and occasional evening hours.
- Employment is contingent upon a successful background check.

This description provides an overview of the **Solano County Community Engagement Coordinator** role and may not list all duties and responsibilities required for the position.

For more information, contact Teresa: teresa@dscba.org, (925)362-8660, ext. 102

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

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