



Co-Facilitator for Autistic Career Collective of Colorado: Professional Networking Group

Position Title: Co-Facilitator

Reports To: Director of Programs

Position Type: Contract (as applicable)

Location: Hybrid (In-Person and Virtual) Denver Metro Area – Colorado

Compensation: \$25-\$27 an hour

Position Summary

The Co-Facilitator will work collaboratively with the Lead Facilitator to support the planning, organization, and execution of meetings and activities for an autistic professional network group. This group aims to create a safe, inclusive, and empowering environment for autistic professionals to network, share resources, and develop skills. The Co-Facilitator will play a key role in fostering a welcoming atmosphere, facilitating discussions, and ensuring the group aligns with its mission and goals. This position will be a hybrid position which is virtual and in-person.

Key Responsibilities

- **Facilitation Support**
 - Assist in leading group meetings, workshops, or events, ensuring they remain focused, inclusive, and engaging via Zoom and in person professional settings.
 - Encourage group participation while respecting diverse communication styles and preferences.
 - Address conflicts or challenges constructively and sensitively when they arise.
- **Planning and Coordination**
 - Collaborate with the Lead Facilitator to develop meeting agendas and plan activities.
 - Provide input on topics, themes, or guest speakers based on member interests and needs.
 - Coordinate logistics, such as scheduling, communication, and preparing materials.
- **Member Engagement**
 - Build and maintain positive relationships with group members.
 - Act as a point of contact for member questions or concerns, offering support as needed.
 - Facilitate a space where members feel empowered to share their experiences and perspectives.
- **Administration and Reporting**
 - Record meeting notes or key takeaways, if required.
 - Provide feedback on group dynamics and progress.
 - Contribute ideas for group development or process improvement.
 - Attend **mandatory** ASC quarterly meetings. Optional to attend events (i.e. Annual Walk, Socials, Community Partner Events, etc.) throughout the year.

This description can be adjusted based on the organization's needs and specific requirements for the role.



Autism Society Colorado

Key Competencies

- **Empathy and Inclusivity:** Demonstrates sensitivity to the diverse experiences and needs of group members.
- **Collaboration:** Works effectively with the lead facilitator, ASC staff, and community.
- **Adaptability:** Able to adjust facilitation style to meet the needs of the group and meet the needs of the Autism Society of Colorado organization.
- **Cultural Competence:** Respects and values different cultural and social perspectives within the groups, ASC community, and staff.

Requirements and Qualifications

- Strong interpersonal and communication skills, including active listening and empathy.
- Ability to facilitate group discussions, respecting and valuing diverse perspectives.
- Understanding of autism and neurodiversity, either through lived experience or prior training/experience.
- Experience in group facilitation, peer support, or similar roles is an asset but not required.
- Organizational skills, including the ability to plan and execute tasks collaboratively.
- A commitment to creating inclusive and empowering spaces for autistic individuals in professional settings.
- Must have a computer, able to utilize Zoom and Google Suite, and have access to reliable internet.

Preferred Experience (Not Required)

- Familiarity with professional development topics, such as networking, career planning, or workplace advocacy.
- Experience working with or supporting neurodiverse communities.
- Knowledge of accessibility best practices in meetings and events.

Time Commitment

- Expected hours of 4–6 hours per month, including meeting time, preparation, and networking.

Application Process

Interested candidates should submit a brief cover letter outlining their qualifications and interest in the role and resume to program@autismcolorado.org. Applications will be reviewed on a rolling basis until the position is filled.

This description can be adjusted based on the organization's needs and specific requirements for the role.