

Part-Time Program Manager

Reports To: Executive Director

Location: Remote

Position Status: Part-Time/Non-Exempt

Hours: Up to 25 hours per week

Compensation: \$25.00 - \$30.00 per hour

Position Summary

The Program Manager is an integral part of a fast-paced, growing team. This person brings extensive experience in social services with the ability and initiative to build out our Social and Support Group and Information and Referral (I&R) programs. We are specifically looking for a passionate self-starter that is ready to grow into a higher-level role within the next year.

Essential Duties & Responsibilities

- Under the direction of the Executive Director, set strategic goals and KPIs and oversee implementation of long-term vision for the program
- Under the direction of the Executive Director, build core structure of scalability for all ASC programs
- Curate and maintain resources structure for I&R and remain up to date on industry
- Respond to all I&R inquiries and provide timely and effective support and referrals to all types of inquiries as appropriate
- Structure and grow Social and Support Group program
- Oversee, coach, and backup Support Group facilitators
- Build, recruit, and oversee Internship Program
- Represent Autism Society of Colorado, as requested from time to time, at local events and disability resources fairs (if in the area)

Qualifications

- Bachelor degree in a Social Services field with program oversight experience
- Comprehensive understanding of Colorado autism-related services and supports
- Working knowledge of autism and autism-related strengths and challenges
- Minimum of three years' experience working with autistic individuals
- Proficiency with Google Suite, MS Windows, and MS Office.
- Ability to work independently, make solid decisions and exercise sound judgment

Autism Society of Colorado is an Equal Opportunity Employer

We are dedicated to the principles of Equal Employment Opportunity and fostering a culture that promotes diversity, equity, and inclusion.

How to apply

Please submit an updated resume or your LinkedIn profile and a cover letter to jobs@autismcolorado.org explaining why you are a strong candidate for this position.