Part-Time Programs Assistant

Organization
Autism Care Today is the brainchild of several passionate people who believe access to early, effective treatment is vital for individuals with Autism Spectrum Disorders. Together with Dr. Doreen Granpeesheh, a leading provider of therapy to autistic children with over 25 years of experience, this group created Autism Care Today in 2005 to do just as the name implies - take action immediately to treat autism. With an active board and a small staff, Autism Care Today has steadily grown since its founding. Not only does Autism Care Today continue to distribute funds for treatment services but Autism Care Today has also launched the first nationwide campaign Autism Care Today for Military Families (ATMF), to help military children who have autism as they have unique challenges. Military families must fight a war on two fronts, one overseas and one for their loved one with autism. In addition, Autism Care Today builds awareness that effective treatments for children with autism do work. We do this via providing parental resources, news articles, blogs, and television appearances.

Mission
Autism Care Today is a national nonprofit 501(c) (3) organization whose mission is to raise awareness and provide treatment services & support to families to help their children with autism achieve their full potential. Their goal is to introduce and help facilitate early and on-going treatment by providing the necessary resources (including referrals, funding and guidance) to individuals with autism and their families. Studies demonstrate that early and intense intervention is important when treating individuals with autism, yet sadly many children with autism must go without vital interventions due to financial restraints. Autism Care Today strives to provide necessary services so that each child with autism can reach his or her highest potential.

Description
The Program Assistant's primary responsibility will be to assist and support staff in projects related to the organization's programs, administration, communication and marketing, as well as provide major assistance in development and special events. This position reports directly to the Programs and Operations Manager; and provides occasional personal assistance duties to the Executive Director. The ideal candidate is self-driven, can multi-task with ease, has impeccable attention to detail, and can work independently. This is a part-time, non-exempt position located in Thousand Oaks, CA; with paid training Thousand Oaks, CA. This position may convert to Full-Time for the right candidate. Due to changing/flexible needs of Autism Care Today, it is understood that additional hours may be required including light travel. Although it is rare, must be able to work nights and weekends as needed.
Primary Responsibilities (75%)

Grant Management: Work directly with families who need assistance in applying for an assistance grant from Autism Care Today, organizing and coordinating grant applications for board members, maintaining records and files of grant applicants, providing reports when needed, communicating directly with the grant applicant family and service providers.

- Coordinate Quarterly Grant Program (~2,000 applicants per quarter).
- Provide support to families as needed; research and suggest alternatives for grant families.
- Perform duties as main liaison to grant families and providers.
- Research and form relationships with providers for on-going discounted services.
- Track grants given; run reports as needed.
- Manage grant application software (Wizehive).

Office Support & Reception: Answer the phone and assist with questions and inquiries. Screen calls and take detail messages for both Executive Director & Programs & Operations Manager. Check voicemail each morning and return all calls accordingly. Assist staff with filing, data entry, preparing for meetings and conferences, logistics for special events and general office support. Work on special projects as assigned by Executive Director and/or Programs and Operations Manager.

- Answer and direct incoming calls and emails, including the management of voice mails.
- Coordinate and maintain office supplies; understands and works within approved budget.
- Assist in Quarterly board meetings and monthly executive board meetings including note taking.

Social Media Management: Assist with management approval for the organization's social media presence throughout Facebook, Twitter, Instagram, LinkedIn, etc. Minor creativity of social media post. Maintain a positive image of the organization.

- Assist with coordination and creativity of marketing materials including promotional material, press release, email blasts, website updates and all social media accounts.
- Assist in generating copy & design for the printing and distribution of print and digital materials needed for quarterly fundraising campaigns, newsletters, and special events.
- Assist in the implementation of website updates including copy, visuals and video content.
- Assist in monitoring website and social media analytics, ensuring that our strategy is optimized for maximum results.
- Assist in writing content for social media, website and email marketing.
- Assist in evaluating analytics and adjust strategies as needed.

Secondary Responsibilities (25%)

Autism Care Today Español: Candidate must speak and read Spanish. Duties include communicating with families, translating, copy-writing, and developing new marketing materials as well as looking for potential sponsors or opportunities to promote our program.
**Fund-a-Grant**: Coordinates Fund-a-Grant programs outside of the Center for Autism and Related Disorders (CARD), and in cooperation with CARD; working directly with liaison from CARD, Executive Director, and Programs and Operations Manager.

**Media Support**: Production assistant on weekly webcast on Autism Live. Work directly with Executive Director in her weekly web-series by managing guest calendar, booking guests, summarizing weekly articles for the hosts as well as brainstorming potential topics and ideas.

**Qualifications**

- Excellent interpersonal skills.
- Ability to communicate with people of varied backgrounds.
- Ability to multi-task, work independently and perform work in a fast-paced team environment.
- Excellent project management skills, including the ability to simultaneously manage a large variety of tasks/projects, set priorities, and meet deadlines.
- Fluent in English and Spanish.
- Detail oriented with strong organizational, written, verbal, interpersonal, and computer skills.
- Experience and working knowledge of Microsoft Suite (Word, Excel, and PowerPoint) and Google Suite required.
- Experience and working knowledge of WordPress Adobe Creative Suite, Photoshop, Mail Chimp, Hootsuite, Wizehive and basic HTML preferred.
- Experience and working knowledge of social media sites including Facebook, Twitter, Instagram, LinkedIn, etc.
- Valid CA Driver's license, reliable car, auto insurance, and an acceptable driving record.
- Able to work evenings and weekends for special events and meetings as needed
- Able to travel as needed for special events including galas, 5K/10K runs, festivals and resource fairs.
- Familiarity with donor management software preferred.
- Bachelor's degree preferred.