



## **POSITION DESCRIPTION: BILINGUAL (ENG/SPANISH) COORDINATION ASSISTANT**

*Special Kids Connect is a 501 (c)(3) charitable organization whose mission is to develop resources, raise awareness, and provide support for children with disabilities and their families.*

**Title:** Bilingual Coordination Assistant

**Work Schedule:** Temporary (January 2025 – June 2025) part-time (average of 20 hours/week). **IMPORTANT:** This role requires flexibility with scheduling based on program requirements. Evening and occasional weekend shifts are probable.

**Work Site:** Special Kids Connect, 334 Main St., Salinas, CA 93901 and other locations within Monterey County, as described below.

**Travel Required:** 30% to 50%

### **PRIMARY FUNCTION:**

Under the direction of the Community Programs Coordinator or a designee of a Special Kids Connect Director, the Coordination Assistant's role will be to carry out tasks associated with the planning, execution, and completion of Special Kids Connect's portfolio of community / education programs and outreach events, along with operation of SKC's STAR Toy Library.

### **RESPONSIBILITIES:**

SKC's Coordination Assistant is an integral part of the Special Kids Connect team. Because of the nature of this position, the Coordination Assistant must possess a high degree of professionalism and an equally high degree of enthusiasm for working with individuals with disabilities and their families.

This job requires travel between the company's Salinas office and various community sites around Monterey County along with possible infrequent travel to support workshops and programs taking place outside of Monterey County.

Responsibilities of this position include, but are not limited to, providing support through assigned tasks, in the following areas:

- Coordination, implementation, and wrap-up of programs, classes, and events. Associated activities may include
  - a. Data entry of participant and family information, survey results
  - b. Onsite implementation assistance
  - c. Organization of project documentation
  - d. Calling, texting, and emailing stakeholders (e.g., parents, volunteers, agencies) for the purposes of confirming attendance
  - e. Transporting of materials to and from program sites
  - f. Preparation / printing / assembly of program materials for distribution and display
- Inclusion Ambassador & volunteer recruitment, training, management, and retention
- Communication and public relation activities, such
  - a. Online registrations (e.g., Eventbrite) and promotional materials and content for print and digital distribution
  - b. Tabling in the community & schools
  - c. Delivery of flyers/posters to community partners & schools
  - d. Social media promotions
  - e. The translation of materials from English to Spanish
  - f. Interpretation of verbal communication between English and Spanish speakers

- STAR Toy Library inventory and patron management
- Professionally management of incoming calls to caringly connect callers to appropriate staff members
- Supporting special projects as assigned

**MINIMUM QUALIFICATIONS:**

1. High school diploma or higher
2. Bilingual and biliterate in both Spanish and English, demonstrating proficiency in spelling and grammar for both languages
3. Successful completion of pre-employment background checks and drug testing
4. Strong customer service and communication skills, both verbal and written, organizational skills, both analytical and problem solving, and the ability to recognize and work with confidential information.
5. Ability to manage requests/needs of multiple staff members and work on multiple projects simultaneously
6. Ability to manage multiple tasks and achieve deadlines under pressure
7. Ability and means to travel independently on a flexible schedule as needed (Proof of liability and property damage insurance on vehicle used is required.)
8. Proficiency in MS Office products (Word, Excel, PowerPoint) and Google Drive with a willingness to learn additional programs, as needed
9. A detail-oriented, positive attitude conducive to working effectively as a team member
10. Familiarity with the internet, cloud sharing, and social media

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that should be expected by an employee to successfully perform the essential functions of this job.

- Frequently move about inside the office to access file cabinets, office machinery, etc.
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine/printer.
- Occasionally positions self to maintain files in file cabinets.
- Mobility to work in a sports facility setting and use equipment. Strength to lift and carry recreation equipment weighing up to 20 pounds unassisted and 21 pounds – 50 pounds (with assistance); and flexibility to lift, carry, push, pull, or move objects.
- Significant standing, walking, pushing, bending and/or pulling to participate in recreation activities.
- Must be able to communicate and exchange information, effectively discreetly, and accurately in a high activity environment with staff, students, parents, and individuals who may have limited expressive and receptive conversational capacities.
- The ability to observe details at close range (within a few feet of the observer).
- Hearing and speech to communicate in person, before groups, and over the telephone.

**DESIRABLE EXPERIENCE:**

Experience working in the nonprofit sector  
 Experience with individuals with disabilities  
 Certification in behavior analysis (e.g. RBT, BcaBA, BCBA)  
 Experience with parents of children between the ages of 0 and 22  
 Experience with school districts and/or special education  
 Experience with Adobe Creative Suite

**COMPENSATION:**

Compensation based on education and experience

**EEOC [EQUAL EMPLOYMENT OPPORTUNITY COMMISSION] STATEMENT**

It is the policy of Special Kids Connect to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.