



## **Job Description**

**Job Title:** Executive and Program Assistant

**Reports to:** Texas Advocates Co-Directors

**Status:** Part-Time; 15 hours/week; Exempt

**Supervisor:** Reports to Texas Advocates co-director

**Work Location:** This position will work from home with meetings in Austin as well as occasional travel throughout Texas.

### **Position summary:**

This position will directly support a Co-Director of Texas Advocates who has an intellectual disability by completing administrative, technical, and programmatic tasks as directed by the Co-Director.

### **Minimum Qualifications:**

- Associate degree preferred; appropriate experience may be substituted;
- Experience and a desire to work with people with disabilities;
- Proficient with computer, including Word, Excel, PowerPoint and email;
- The capacity to support and empower people with disabilities;
- Knowledge of basic administrative skills;
- Reliable transportation for meetings throughout Texas

### **Essential Functions/Areas of Responsibility & Accountability:**

- Check-ins twice a week with co-director to assist in syncing and prioritizing projects and meetings
- Assistance with preparing board meeting packets
- Proof-reading documents
- Assist with record keeping
- Create and update trackers for program and org metrics through Google Docs
- Create emails through SALSA Labs software
- Book meeting space and travel planning
- Plan virtual meetings, take minutes as needed
- Plan content and schedule posts on Facebook



- Support co-director in meetings as requested
- Create manageable plans/processes for larger projects for the co-director
- Provide transportation to co-director to various meetings as needed

**Skills and Abilities:**

- Personal experience with people with disabilities and knowledge of disability services and policy in Texas.
- Excellent interpersonal and communication skills.
- Ability to work well with diverse group of staff and community participants.
- Success at a wide array of tasks and projects and an ability to thrive in a fast-paced work environment.
- Excellent organization and planning skills.

**Physical/Environmental Requirements:**

- Office environment requiring ongoing computer use and extended amount of time sitting or standing.
- City and regional travel will be required.
- Ability to set up chairs and materials for community and institutional meetings and trainings.
- Reasonable accommodations can be made for a qualified candidate with a disability to perform the essential functions of the job.
- This position may also require the performance of other duties as assigned.

**About Texas Advocates:**

Texas Advocates is a State-wide self-advocacy organization, run by and for adults with intellectual and developmental disabilities. We have 500 members and 20 chapters across the state of Texas. We fight to stop unfair treatment and advocates for more and better services and supports for people with disabilities to be included in their communities of choice.

**To apply, send your cover letter, resume, and 3 references to Brooke Hohfeld at [brooke.hohfeld@texadvocates.org](mailto:brooke.hohfeld@texadvocates.org).**