

**Down Syndrome Association of Greater Winston-Salem
Self-Advocate Job Description**



**Down Syndrome
Association**
of Greater Winston-Salem

Job Title – Administrative Assistant

Location – DSA Office located in the in Downtown Winston-Salem

Job Description

The position reports to the Executive Director and/or the Engagement Coordinator.

Primary Responsibilities: Perform general clerical duties to include but not limited to - data input, monthly mailings, and assistance with program preparation. Also, assist with securing sponsorships for our Starlight Gala, Buddy Walk, and Deacon Dash. Assistance with transportation is a top priority in the hiring. This employee will also need to be highly energetic and willing to approach businesses for sponsorships.

Requirements: Must be available for two 2.5 hour shifts per week. Applicant must be able to follow directions, carry out assigned duties, adhere to work schedule, interact well with others, approach job in a professional and conscientious manner, and demonstrate willingness to learn new skills.

Qualifications:

High school diploma or equivalent.

Good organizational skills and attention to detail.

Ability to follow instructions and complete tasks in a timely manner.

Friendly and outgoing communication skills.

Other expectations: Must have reliable transportation. Ability to work some evenings or weekends at DSA events.