

The Arc of Greater Williamsburg
Programs & Communications Coordinator
30+ hours

The Arc of Greater Williamsburg is privileged to serve adults with disabilities in our community. Our chapter was founded in 1976 and serves young adults as they age out of special education at age 21 and continues throughout their lifetime. Our programs and services provide a variety of evening programs and activities, a day support program, and a new employment training partnership.

Are you a **team player, compassionate, upbeat, innovative, creative, and have initiative**? The Arc is looking for the perfect blend of caring and skills. The ***Programs and Communications Coordinator*** will enjoy a multi-faceted position that will oversee our Arts & Culture and Lifelong Learning programs as well as manage our website and social media presence in the community.

Primary Function

- Oversee and coordinate facilitators for the Arts & Culture Program (1-2) evening activities per month;
- Oversee and coordinate facilitators for the Lifelong Learning Program (1-2) evening activities per month;
- Typically, 3 evening activities per month, included in 30-hour schedule.
- Assist with coordination of monthly calendar with Activities & Volunteer Coordinator;
- Assist with oversight of Wheels4Work vocational training, currently under-development;
- Manage Arc website and social media platforms to keep them current, updated, and informative;
- Serve on 5k committee to help promote and publicize our signature event;
- Serve as an important Arc team member, reporting to the Executive Director.

Schedule

- 30 hours per week with potential for additional hours, if necessary, due to expansion of programs.
- 3-4 evening programs would be included in the total hours; majority of time is conducted during the day in administrative offices.

- Schedule will be determined by your weekly program schedule in collaboration with Executive Director.

Qualifications

- College degree and/or equivalent work history
- Strong written, verbal, and communication skills
- Knowledge of website and social media platforms
- Excellent computer skills, power point, excel, google docs
- Team player with a desire to make a difference, show initiative, and empower our Arc clients.
- Salary competitive and commensurate with qualifications and experience.
- Excellent vacation package as outlined in Employee Personnel Manual.
- Potential for future promotion.

To apply, please submit the following to the attention of Pam McGregor, Executive Director, via email at pam.mcgregor@thearcgw.org.

1. Cover letter
2. Resume
3. References upon request