



P.O. Box 14686
Newport News, VA 23608
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Accessvirginia.info

March 10, 2023

Title: Part-Time Program Administrator

Pay: \$800 per month (15 hrs per week)

Pay Band: Non-Exempt

Website: [Home](#) | [Accessvirginia1](#)

Recruitment Type: General Public

The Organization

Access Virginia is a 501©3 nonprofit established to create access to the arts for persons with hearing and vision loss. Access Virginia provides open captioning and audio description at live theatrical performances so that Deaf/Hard of Hearing and Blind/Visually Impaired persons could attend show performances and experience the pleasure of live entertainment at public facilities and to ensure that no individual with these disabilities is denied access or treated differently than other individuals because of absence of necessary accommodations.

The Position

We are looking for a Program Administrator to coordinate operations and service providers for programs in our organization. This position is part-time. (15 hours per week) non-exempt. Compensation for this position is \$800 per month. This schedule requires working some Saturdays.

Job Brief

Part-Time Program Administrator responsibilities include scheduling providers, volunteers, and developing policies. To succeed in this role, you'll need to have organizational and communication skills, as well as people management. If you're also a dedicated worker and a problem-solver, we'd like to meet you.

Responsibilities

- Oversee activities for programs.
- Review and improve applied standards and practices.
- Prepare and monitor program calendar.
- Ensure Audio Description team is scheduled for shows.
- Manage relations with clientele or partner organizations.
- Conduct outreach efforts to promote awareness of Access Virginia's programs.
- Resolve issues to keep programs rolling.
- Recommend improvements and present ideas for new/improved programs.
- Assist Audio Description Trainers for annual training.

- Monitor social media sites.
- Respond to participants concerns or complaints.
- Attend events to promote accessibility.

Requirements and skills

- At minimum, high school diploma
- Experience as a program coordinator or similar role
- Organizational and leadership skills
- Proficient communication skills
- Problem-solving aptitude
- Compassionate and patient temperament
- Work well with persons with vision & hearing loss.
- Proficient in Word and Mailchimp

To Apply:

Contact Information:

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NON-DISCRIMINATION POLICY

Access Virginia does not and shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.