

PROJECT SUPPORT STAFF - POSITION ANNOUNCEMENT

TITLE: Project Support Staff – FULL TIME

LOCATION: Utah Parent Center – Murray Office

The UPC is a nonprofit Parent Training and Information Center serving parents of children, youth, and young adults with all disabilities.

JOB STATUS: 40 hours per week/80 per 2 week pay period

SCHEDULE: M-F, in-office position, Fridays remote once trained

PAY RATE: \$16.39/hour (based on qualifications - includes benefit allotment)

OPENING DATE: Wednesday, 4/3/2024

CLOSING DATE: Tuesday, 4/9/2024 or until filled with a qualified candidate.

GENERAL JOB DUTIES – specific assignments vary over time:

- Answers incoming phone calls during hours scheduled in the office and assigns to appropriate project.
- Greets all callers and walk-ins to the UPC directing them to appropriate project.
- Answers questions, directs to appropriate staff members or takes messages as needed.
- Establishes and maintains records, databases, and files associated with projects at the UPC.
- Shared responsibility to maintain several websites.
- Shared responsibility to retrieve data and assist in the preparation of reports for programs.
- Shared responsibility for dissemination of electronic newsletters and other communication using listserv.
- Duplication/copying of information and training materials requested by project staff.
- Disseminates project information and/or materials as needed/assigned (by mail, email, etc.)
- Provides computer support to staff, maintains office equipment, order and inventories supplies, etc. and related duties.
- Assists training project staff with the preparation of workshop and training materials, supplies, etc.
- Provides support to project staff as needed.
- Provides some direct service to individuals who contact the UPC (e.g. “simple” information and referral).
- Other duties as assigned.
- Flexibility in schedule is *required* during office hours (typically 9-5 Monday through Friday) to ensure office coverage. Some weekend and evening assistance may periodically be required to support workshops, conferences, or other activities.

GENERAL JOB RELATIONSHIPS:

- Responsible to the Lead Administrative Assistant, Project Coordinator assisting the Associate Director, the Associate Director and/or UPC Executive Director. Training and coordination of workload is provided by the Lead Administrative Assistant and by peer mentors.
- Works cooperatively with all constituents of the Center, staff members, volunteers, Board members, and professionals.
- Works on multiple projects providing support to more than 40 staff in a dynamic, often demanding but rewarding work environment.

QUALIFICATIONS:

- Bilingual – English/Spanish-speaking preferred but not required.
- Must be reliable, punctual, organized, dependable, and able to work as a team member.
- Must have excellent communication skills on the phone and in-person as well as excellent written communication skills.
- Must be skilled in the use of Microsoft Office Suite and Google Suite (required).
- Has experience with databases, electronic distribution, online surveys, and social media.
- Has experience with web software, preferably with WordPress.
- Must type a minimum of 50 words per minute.
- Must have good organizational and problem-solving skills.
- Must accommodate flexible scheduling – *see general job duties*.
- Must be willing/available to travel across the state as needed; use of a reliable personal vehicle is required.
- Has a *minimum* of a high school diploma (required) plus experience.
- Parents of a child, youth, or young adult with a disability are encouraged to apply.

TO APPLY, SUBMIT (by email, mail, or in person):

1. Letter describing interest in and qualifications for the position AND
2. Current resume including professional references

Please include both the letter and resumé when responding and which position you are applying for.

An application, personal references, and employment references are required of qualified candidates selected for an interview. New hires must successfully pass a background check.

SUBMIT TO:

Utah Parent Center

Attention: Amy Wall
5296 S Commerce Dr. Ste. 302
Murray, UT 84107

or

Email: recruiting@utahparentcenter.org

Phone: (801) 272-1051



Utah Parent Center
Bringing Hope, Opening Doors, Elevating Inclusion

THE UTAH PARENT CENTER IS AN EQUAL OPPORTUNITY EMPLOYER