

## PROJECT SUPPORT STAFF - POSITION ANNOUNCEMENT

**TITLE:** Project Support Staff

**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:** 20 hours per week/40 per 2 week pay period

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

**PAY RATE:** \$17.04/hour (based on qualifications - includes benefit allotment)

**OPENING DATE:** Monday, 4/6/2026

**CLOSING DATE:** Until filled with qualified candidates.

**GENERAL JOB DUTIES – specific assignments vary over time:**

- Answers incoming phone calls during hours scheduled in the office and assigns to appropriate projects.
- Greets all callers and walk-ins to the UPC, directing them to the 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.
- Disseminate 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 project staff with the preparation of workshop and training materials, supplies, etc.
- Provides support to project staff as needed.
- Provides limited 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:**

- Works collaboratively with support staff team members and leadership of the UPC.
- 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, demanding and 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 and Siblings 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 (please indicate if you would like full-time or part-time in your letter)  
AND
2. Current resume including professional references

*Please include both the letter and resumé when responding and title of the position.*

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: Mindy Rivera  
5296 S Commerce Dr. Ste. 302  
Murray, UT 84107

or

Email: [recruiting@utahparentcenter.org](mailto:recruiting@utahparentcenter.org)

Phone: (801) 272-1051



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Bringing Hope, Opening Doors, Elevating Inclusion

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