



DSAMn Social Hour Assistant - Adults with Down Syndrome Job Description (Virtual/Part-Time)

Organization Overview:

The Down Syndrome Association of Minnesota (DSAMn) is a statewide nonprofit organization with the mission to empower individuals and families, create community, and celebrate people with Down syndrome. We do this by providing support, assistance, and opportunity to individuals with Down syndrome and their families. Our vision is for all people with Down syndrome to achieve their fullest potential in an accepting and inclusive society. We are the leading source of information and support for individuals, families, and providers across the state of Minnesota. We are committed to providing support, assistance, and opportunity to all individuals with Down syndrome and their families.

Position Overview: We are seeking a supportive and engaging assistant to help facilitate a weekly Wednesday Social Hour for adults with Down syndrome. This role supports the Lead Instructor in creating a welcoming, inclusive, and fun virtual environment where participants can socialize, build communication skills, and connect with peers.

Ideal Candidate: This position is ideal for someone who enjoys social engagement, has a passion for inclusion, and values building meaningful connections with adults with disabilities.

Job Qualifications

- Experience working with individuals with Down syndrome or other developmental disabilities preferred
- Friendly, patient, and supportive communication style
- Comfortable using Zoom
- Reliable and punctual
- Ability to follow the lead instructor's direction and work as part of a team

Responsibilities

- Help manage the virtual chat during the session (monitor messages, assist with responses, and redirect when needed)
- Support the Lead Instructor in guiding conversations, icebreakers, and group activities
- Provide individualized support to participants as needed (prompting, encouragement, redirection, or technical help)
- Help ensure a positive, respectful, and inclusive environment for all participants
- Arrive early to assist with setup and stay after to support wrap-up as needed

Job Details:

- Position Type: Part-time/weekly
- Schedule: Wednesdays, 4:45-6:15pm (Social hour runs 5:00-6:00pm)
- Location: Virtual (online)
- Pay: \$50 per week
- Job offers are contingent upon the results of a background check.

To apply, please send a resume and cover letter to ashleyazar@dsamn.org. Your cover letter should include details on how you meet the minimum requirements of the job as well as daytime availability/preferred schedule.

DSAMn is committed to fostering a diverse and inclusive workplace. We believe in the value of different experiences, skills, and voices in strengthening our work and achieving our mission. We also strive to have our team reflect the rich ethnic, racial, and socioeconomic diversity of our state. Because of this, we especially want to encourage people of color to apply for this position.

DSAMn is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status,

familial status, veteran status, sexual orientation, genetic information, public assistance, local human rights commission activity, gender identity or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.