



Program and Events Coordinator Job Description

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 provide support, resources, and advocacy to individuals with Down syndrome and their families across the lifespan. Our vision is that all people with Down syndrome are given equitable access, opportunity, and support to live their fullest lives in an accepting and inclusive society.

Supervised By:

President & CEO/ DSAMn Managers

Purpose:

The Program and Events Coordinator's primary focus is building and maintaining DSAMn's schedule of programs and classes for individuals with Down syndrome and their families — reviewing RFPs, scheduling classes, contracting with teachers, and ensuring a robust, dependable lineup of learning opportunities across the lifespan. This includes serving as backup instructor whenever a teacher is unexpectedly absent.

The Program and Events Coordinator also supports DSAMn's calendar of signature events — including but not limited to social events, Third Thursdays, Family Picnics, Step Up for Down Syndrome, World Down Syndrome Day, Trunk or Treat, Served with Purpose dinners, the Self-Advocate Retreat, and the Self-Advocate Gala — coordinating logistics and on-site support in partnership with the CEO, Senior Director of Family Programs, and Director of Operations.

This is a hybrid, relationship-driven position that requires on-site presence for events and programs, along with regular collaboration with DSAMn staff, self-advocates, families, instructors, and community partners.

Roles and Responsibilities:

Program & Class Coordination

- Review RFPs submitted by prospective instructors and vendors for programs and classes.
- Schedule classes and maintain a robust, ongoing calendar of programs for individuals and families, offering a minimum of three class sessions annually.
- Create, issue, and manage contracts for teachers and instructors, including scope, schedule, and payment terms.
- Serve as backup facilitator for classes in the event a teacher is absent, stepping in to lead the session as needed.
- Recruit and vet prospective instructors, and build a reliable roster of backup facilitators for ongoing coverage.
- Monitor class enrollment, communicate with participants and families about program offerings, waitlists, and schedule changes, and adjust programming as needed.
- Maintain accurate, up-to-date records of class schedules, contracts, attendance, and outcomes.
- Evaluate program and class effectiveness and gather feedback from participants and instructors to inform future scheduling.



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- Identify gaps in current programming and propose new classes or program topics based on participant interest and demand.

Event Planning & Coordination

- Support the scheduling and logistics of DSAMn events, including but not limited to social events, Third Thursdays, Family Picnics, Step Up for Down Syndrome, World Down Syndrome Day, Trunk or Treat, Served with Purpose dinners, the Self-Advocate Retreat, and the Self-Advocate Gala.
- Coordinate event logistics such as venues, vendors, volunteers, registration, and materials, in partnership with the CEO, Senior Director of Family Programs, and Director of Operations.
- Serve as an on-site point of contact for events as needed to support smooth execution.
- Assist with event budgets, timelines, and post-event reporting.

Administrative & Organizational

- Communicate proactively with supervisors and team members regarding event and program planning, schedules, and needs.
- Maintain timely documentation of events, programs, contracts, and participant engagement.
- Support marketing and promotion of events and programs in coordination with DSAMn staff.
- Identify opportunities to improve event and program logistics based on participant and family feedback.

Required Qualifications:

- Ability to work regular weekend and evening hours as most events occur during this time.
- Relevant professional or lived experience in event planning, program coordination, disability services, human services, education, or a related area. A college degree is not required.
- Demonstrated ability to plan, organize, and execute multiple events and programs simultaneously.
- Strong communication, organization, documentation, and relationship-building skills.
- Comfort reviewing proposals, creating contracts, and managing schedules and budgets.
- Self-directed and dependable, with the initiative and professional judgment to move work forward while recognizing when consultation or additional support is appropriate.
- Ability to build trusting, collaborative relationships with individuals with disabilities, their families, instructors, vendors, and community partners.
- Ability to maintain appropriate professional boundaries and confidentiality.
- Comfort using technology for communication, scheduling, documentation, and data tracking.
- Commitment to person-centered practices, inclusion, and the belief that individuals with disabilities can meaningfully participate in and lead community programs and events.
- Willingness and ability to travel locally and work on-site for events and programs, including some evenings and weekends.
- Willingness to step in as a backup class facilitator when needed.
- Reliable Transportation and ability to transport materials from offices to other locations. Ability to lift up to 50lbs.

Preferred Qualifications



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- Experience supporting individuals with intellectual and developmental disabilities, including individuals with Down syndrome.
- Experience planning and executing community events, fundraisers, or large-scale gatherings.
- Experience reviewing proposals and managing contracts with instructors, facilitators, or vendors.
- Bachelor's degree in human services, disability services, event management, nonprofit management, or a closely related field.
- Experience facilitating educational, career-readiness, or skill-building programs.
- Familiarity with Minnesota's disability services and support systems.

What Success Looks Like

A successful Program and Events Coordinator keeps DSAMn's calendar of events and programs running smoothly and consistently, giving individuals with Down syndrome and their families reliable opportunities to connect, learn, and celebrate together.

Success means events are well-planned and well-executed, classes run on a dependable schedule with strong instructors under contract, and participants and families feel welcomed, informed, and supported throughout.

Above all, the Program and Events Coordinator approaches this work with the belief that individuals with Down syndrome and their families deserve high-quality, engaging programs and events that reflect their interests and strengthen their sense of community.

Job Details:

- Hours: Part-time, averaging approximately 20 hours per week annually, with some weeks higher and others lower depending on the event and class calendar.
- Location: Hybrid. On-site presence required for events and programs. In the office one day per week during regular business hours; the specific schedule will be determined at the time of job offer.
- Evening and weekend availability required for events, programs, and classes.
- Salary: \$19.00 – \$22.00 per hour

Benefits:

- Two weeks paid time off (PTO) earned on an accrual basis.
- Any paid holidays that fall over your regular work schedule. DSAMn paid holidays include New Year's, Memorial Day, Juneteenth, Independence Day, Labor Day, MEA Break Thursday, MEA Break Friday, Thanksgiving Thursday, Thanksgiving Friday, Christmas Eve, and Christmas Day.
- Paid Family Medical Leave

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.

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.