

Down Syndrome Association of South Texas is seeking a full-time Special Events Coordinator

Primary Responsibilities:

1. Support all of the details and communications for the monthly social events and parent support group meetings. Will be responsible for being the primary contact and support person for all 9 groups.
2. Be the primary contact for the Buddy Walk committee members and attend all meetings. Organize Buddy Walk logistics and event plan. Be the primary point of contact for registering families in the fundraising page and be ready and able to answer all questions.
3. Plan and execute DSASTX Family Events including the Annual Spring Picnic and Holiday Party.
4. Coordinate the compiling, production and distribution of the quarterly newsletter.
5. Support Community Outreach Coordinator with database integrity.
6. Work closely with Community Outreach Coordinator on utilizing volunteers at all events.
7. Support the Community Outreach Coordinator and Executive Director on any duties needed.

Required Qualifications: Proficient in Microsoft Office. Self-driven and ability to self manage. Excellent written and verbal communications skills; strict attention to detail, demonstrated ability to multi-task, proven organizational skills; ability to manage and prioritize projects independently while working in a team setting. Must be able to work weekends and evenings.

Preferred Qualifications: 1 – 2 years experience at a non-profit organization and fundraising experience. Have dynamic interpersonal skills. Knowledge of community resources. Ability to work with Raiser's Edge database system. Experience working with several computer software systems.

Please submit resume and cover letter to:

**Terri Mauldin
Down Syndrome Association South Texas
2800 NW Loop 410
San Antonio, TX 78230**

Or email to: ktoepperwein@dsastx.org