



WE'RE HIRING:

Grant & Program Assistant

Who we are:

- We're The Arc of the Capital Area, a local chapter of The Arc of Texas and The Arc of the United States
- We're a registered, 501(c)3 nonprofit organization, serving 17 counties.
- We provide case management, art education, pet therapy and family and juvenile transition services to individuals with intellectual and/or developmental disabilities
- We're a diverse, passionate group of 34 staff with a vision that The Arc of the Capital Area is the community's trusted and comprehensive resource for people with intellectual and developmental disabilities. We connect individuals and families to education, work, recreation, and lifelong services so they achieve lives of joy and dignity

Who You Are:

- Embody our Core Values Respect, Joy and Integrity
- Believer that all people should have the opportunity to live to their full potential and be contributing and active members in their communities, enjoying the greatest possible degree of independence and acceptance in all aspects of their lives
- Strong decision making, problem solving and critical thinking skills
- You work well independently
- Good communication skills, organizational skills and attention to detail

What we need you to do for us:

- This is a FULL TIME, NONEXEMPT position.
- You'll wow us by skillfully performing the following key duties and responsibilities;
 - Tracking and optimizing grant applications and processes
 - Have great written skills and attention to detail
 - Maintaining proficient knowledge of organization's history and programs. Creates and maintain grant files that meet legal, auditing, and foundation requirements
 - Providing assistance to the Program Director in managing the day-to-day activities of the program
 - Leading class instruction for a group of adult students with intellectual and developmental disabilities (IDD)
 - Assisting in administrative and development duties of the Art and Education Program and Employment Program



To be successful in this role you will need to:

- Excellent written skills
 - Experience using Microsoft products
 - Ability to manage multiple grant deadlines
 - Ability to lead small groups of IDD individuals in activities
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Additional experience that would be helpful, but not required:

- Knowledge and experience in the IDD field
 - Experience in database management
 - experience providing direct support to IDD individuals
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How we will make it beneficial for you:

- We will pay you \$16.00 per hour
- We provide a comprehensive benefits plan which includes medical, dental, vision and life insurance and a 403(b) plan
- We'll pay you for our 21 agency holidays
- We understand that you have commitments outside of the workplace, and we'll do our very best to offer you some flexibility in your work schedule
- We'll provide you with an inspiring work environment, that has a great group of people to work with and a place where you'll get to make a difference in people's lives every day

At The Arc of the Capital Area we are committed to empowering Central Texans with Intellectual and Developmental Disabilities and their families through compassionate case management and innovative programs. If you want to join a team of like-minded, creative individuals, we want you on-board.

This position is a hybrid of remote and in person.

