

**POSITION ANNOUNCEMENT
PROGRAM ASSISTANT**

Voices of Hope for Aphasia is a 501(c)3 nonprofit organization that provides innovative programs for people with aphasia and other communication disabilities. We help people, living with aphasia, re-connect with their lives through supported activities and educational programs.

We are seeking a part-time Program Assistant (depending on experience). The Program Assistant will be responsible for the day-to-day operations of our ongoing programs, including planning assistance, supervising, and implementing group activities and outings. The Program Assistant will report to the Program Coordinator and/or Executive Director.

Please read our website to get more information about our organization.

Minimum education: Bachelor's degree (or equivalent education and experience) in Communication Disorders or related field; preferred experience with groups and group management, experience supporting communication for those with communication disabilities.

See the full job description for all qualifications and duties.

To apply, send an application letter describing how you can help further the mission of Voices of Hope for Aphasia, along with a complete resume and three references, to:

email to:
Debbie Yones
Executive Director
debbie@vohaphasia.org
727-249-1953

or mail to:
Voices of Hope for Aphasia
6798 Crosswinds Dr. N.
Suite B-102
St. Petersburg, FL 33710

Applications will be reviewed in the order received.

Voices of Hope for Aphasia Inc.
Job Description

JOB TITLE: Program Assistant

DATE REVISED: Feb 2022

DEPARTMENT: Programs

REPORTS TO: Program Coordinator

STATUS: Exempt

HOURS: Part-Time 8-20 hours/week
(negotiable)

SALARY: \$25-30/hr

BENEFITS: Currently there are no
medical, dental, or optical benefits
for employee and/or dependents

MISSION CONTRIBUTION:

To create and deliver group activities that promote participation and engagement of people with aphasia in line with the Mission, Vision, and Values of Voices of Hope for Aphasia.

FUNCTION:

Under the direction and supervision of the Program Coordinator and Executive Director, the Program Assistant assists with the operational success of the programs of the organization. The Program Assistant helps to plan and implement the day-to-day programming of Voices of Hope for Aphasia Inc. in order to meet the Mission and Strategic Plan objectives and serve our constituents. The Program Assistant also helps to ensure that established standards of high quality are maintained and that the programs are routinely evaluated for effectiveness and quality. The Program Assistant may be responsible for break-out sessions in-person, online sessions, and will provide coverage for other staff in case of holiday or illness. Appropriate advance notice will be provided whenever possible; flexibility to cover last-minute absences a plus.

DUTIES:

Programs

- Plans, coordinates, and implements program activities
- Ensures that all programs provide high quality communication supports
- Helps to ensure the quality of all program content.
- Ensures that the preferences, values, and rights of members are paramount in all planning and implementation of programs
- Maintains active and professional communication with members and families about programming changes, notices, upcoming events, etc.
- Follows and implements policies and procedures including COVID precautions, emergency procedures.

- Helps to maintain the integrity, safety, and cleanliness of the meeting locations.

Minimum Qualifications:

- Some college required; degree preferred
- Prefer individuals who meet the requirements for SLP Assistant;
- Preferred experience with groups and group management, people with communication disabilities, and/or other related experience;
- Excellent oral and written communication skills;
- Technical skills including Zoom (as Host), Microsoft Word and PowerPoint, Google Drive and Google Doc preferred;
- Diplomacy and human relations skills required;
- Able to pass FDL screening and drug test;
- Preferred experience with basic first-aid and basic emergency procedures and Basic CPR training
- Personal qualities of integrity, credibility, and commitment to and passion for the mission of Voices of Hope for Aphasia.