 **JOB ANNOUNCEMENT**

**Job Title:** Program Assistant for Full Life Academy

**Location:**  AutismUp at the Golisano Autism Center, Rochester, New York

**Hours:**  20-25 hours per week, afternoons, evenings and weekends (flexible schedule required)

**Position Summary**:

The Program Assistant is responsible for supporting the Full Life Academy on a day-to-day capacity. Will maintain flexibility in meeting the needs of the Program, which consists of supporting the staff, participants, families, and the overall Full Life Academy Program Department.

**Responsibilities:**

* Facilitates and provides direct instruction and oversight to participants with various abilities in a classroom/community-based setting and virtually
* Assists Director of the Center for Community Transition and teachers to develop classes and lesson plans
* Assists with the management of volunteers/interns/ community partners and direct support staff to be effectively assisting and supervising participants
* Communicates with the Director of the Center for Community Transition and teachers on participant’s progress.
* Responsible for individual goals and objectives of participants.
* Responsible for the supervision and safety of program participants.
* Helps facilitate social interactions between participants in the program.

**Qualifications:**

* Bachelor’s degree required
* 2+ years of related professional experience required
* Experience working with individuals with ASD or other disabilities
* Strong language and communication skills (written and oral)
* Valid Driver’s License

**About the Organization:** AutismUp is the leading 501(c)3 autism support organization in the Greater Rochester and surrounding areas. Founded in 2004, by a small group of parents of children with Autism Spectrum Disorder, AutismUp has grown to include more than 2,300 family and professional member households.

**Our Mission:** To support individuals with Autism Spectrum Disorder, and their families, by expanding and enhancing opportunities to improve quality of life. Parent perspective steers the direction of the organization, with the fiduciary guidance of our Board of Directors. Together, we are providing help for today, and hope for tomorrow.

**How to Apply:** Email inquiries and resumes to: [HR@autismup.org](mailto:hr@autismup.org)

**Equal Employment Opportunity Policy**

AutismUp provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.