



## **Program Assistant**

### **Job Description: Program Assistant**

#### **About Voices Together:**

Voices Together is a 501(c)(3) nonprofit providing music therapy to over 1,000 people across the central and northern regions of North Carolina. The mission of Voices Together is to empower individuals with intellectual and developmental disabilities to transform their own lives.

Voices Together uses a specialized VOICSS® model to increase communication and social/emotional learning in individuals with intellectual and developmental disabilities. The evidence-based VOICSS® method is considered a best practice, supported through a strong research partnership with Duke University. Voices Together currently serves clients in thirteen counties within school districts and the wider community in the Triangle and Triad, with more expansion on the horizon. This position is located in the central office in Chapel Hill, North Carolina, however currently (as of 9/01/2020) because of the COVID-19 pandemic, we are continuing to operate remotely until further notice.

#### **About the position:**

The Program Assistant will provide administrative and operations support to Voices Together's Program Manager, Pre-ETS Coordinator, and team of music therapists, including administrative support for a large state contract and grants, ensuring community members have a positive experience with our programming, and supporting new virtual programming initiatives. The ideal candidate will be a compassionate self-starter with excellent communication and organizational skills.

#### **Primary Job Responsibilities:**

- Assist Program Manager, Pre-ETS Coordinator, and music therapy team with day-to-day office needs.
- Assist with reporting for a large state contract: collecting materials, entering data, and maintaining systems for tracking reporting.
- Responsible for ensuring an excellent experience for clients, parents, and community members participating in Voices Together's programming.
- Send follow-up materials and follow up with clients and members of the community about Voices Together's offerings.

- Proactively communicating with our client base to address approaching holidays, session cancellations due to inclement weather, and event reminders.
- Maintaining scheduling system for music therapy groups to ensure full coverage for sessions.
- Support the music therapy team's programming needs.

**Knowledge, Skills, and Abilities/Competencies:**

- Strong written and verbal communication skills
- Excellent interpersonal skills
- Flexible and able to adapt to fast changing environments
- Time management, organizational skills, and attention to detail
- Ability to work under pressure
- Ability to creatively problem-solve
- Works well in a team setting
- Proficiency with Google Suite and Microsoft Office
- Knowledge of music therapy or willingness to learn about our programming

**Benefits:**

- Medical and dental benefits are 100% paid for full-time employees. Voices Together also contributes \$20 per month towards a short-term disability plan if an employee chooses to enroll.
- Regular full-time employees earn 10 vacation days annually.

Salary commensurate with experience.

**To apply for this position**, please send a copy of your resumé, cover letter, and three references to [hr@voicestogether.net](mailto:hr@voicestogether.net).

For more information, please visit our website: [www.voicestogether.net](http://www.voicestogether.net).