



Education for Parents of Indian Children with Special Needs

1600 San Pedro Dr. NE Albuquerque, NM

Position: Conference Assistant

Supervisor: Project Coordinator

Status: Salaried Bi-Weekly, Non-Exempt, Part-Time/Seasonal

Job Summary: The Conference Assistant will provide administrative support for EPICS' Native American Conference on Special Education. These activities are conducted with the intent of increasing awareness of disability resources within the Native American community. Incumbent is expected to respect the confidentiality of all of EPICS documents, records, and business operations. Work will be assigned primarily by the Project Coordinator on an as needed basis.

Responsibilities:

1. Draft social media communications
2. Manage printed and virtual documents using good organizational skills
3. Answer questions on behalf of the Project Coordinator as they pertain to EPICS events
4. Reach out to potential donors via phone or email
5. Perform various duties as assigned by Project Coordinator or Executive Director

Minimum Qualifications:

- Entry level experience with Microsoft Office Suite
- Ability to accommodate flexible schedules
- Exceptional communication skills, both written and verbal

Desired Qualifications:

- Customer service experience
- Familiarity with Native American cultures
- Experience with database management

Physical Demands: Must be able to lift 40 Lbs. – Accommodation as needed

Code of Conduct: All employees are expected to perform their respective duties with a high level of integrity, respect for others and themselves, while representing EPICS in any capacity. Employees should use ethical communication practices and sensitivity in all aspects of their job. This is including but not limited to customer service, working with others, and management of company resources.

Note: Evaluations will be conducted according to procedures outline in the organizations Personnel Policies.

EPICS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or genetics.

EPICS is funded entirely by grants and contracts therefore employment is contingent upon said grants and contracts.

AGREED:

I accept this position and I understand that this document is not to be considered as a contract for employment for any definite period of time, or the guarantee of any particular rules, policies, procedures, or term of conditions of employment.

Employee Signature

Date