



5119 Beckwith Blvd Suite 102 San Antonio, TX 78249 | www.specialreach.com | 210-784-7478

Job Title

Assistant Program Coordinator

Pay Classification: Full-time Exempt - In-person

Reports to: Program Coordinator

Position Summary

The Assistant Program Coordinator is expected to independently manage assigned workflows and operational responsibilities while overseeing the day-to-day administrative tasks, supporting program logistics, and effectively communicating to ensure programs run smoothly. This role works closely with the Program Coordinator to ensure programs are well-organized, engaging, inclusive, and aligned with the organization's mission of supporting children and individuals with developmental disabilities and their families.

This position operates within a structured, systems-based environment that emphasizes advance planning, collaboration, operational sustainability, and shared team support. Programs operate within structured seasonal planning cycles designed to support sustainability, consistency, and high-quality program execution.

The Assistant Program Coordinator position offers significant opportunities for professional growth and increased responsibility as Special Reach continues to expand its programs, staff, and community impact.

If you are passionate about creating inclusive, meaningful experiences for children and individuals with developmental differences and enjoy working in a collaborative, hands-on environment, we welcome you to become part of the Special Reach team.

Mission

To provide dynamic enrichment programs for children and other individuals with developmental delays and respite for their families.

Salary and Benefits

- Salary range: \$45,000 – \$50,000, commensurate with experience and expertise.
- Health insurance (80% paid by employer), dental, and vision (paid 100% by employer)
- Retirement is available after 90-day employment at 1% match
- At least nine (9) paid holidays annually.



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- Agency-wide year-end closure.
- Average of 96 hours of Paid Time Off (PTO) annually for vacation, personal, or sick time

Core Responsibilities

- Focus on executing the day-to-day operations and maintain the quality, consistency, and smooth execution of our programs.
- Execute established systems, ensure day-to-day operations run smoothly, maintain quality, and ensure all workflows, deadlines, and program details are completed consistently.
- Assist the Program Coordinator plan program activities, themes, crafts, snacks, and schedules.
- Prepare materials and supplies; assist with setup, check-in, activities and clean-up.
- Coordinate guest presenters, entertainers, and community partners for programs.
- Coordinate donated meals and community-supported program resources.
- Process participant applications and enrollment documentation.
- Support outreach efforts to schools, organizations, and community partners to increase participant engagement.
- Help maintain organized participant communication and tracking systems.
- Oversee program staff, volunteer, and participant assignments as directed by the Program Coordinator.
- Assist with the track program-related outcomes and documentation needed for reporting purposes.
- Assist in training and guiding staff and volunteers as needed or directed by the Program Coordinator.
- Support volunteers and staff during sessions with clear direction and professionalism.
- Maintain organized storage areas and program equipment.
- Track attendance and volunteer participation.
- Maintain accurate records.
- Other duties assigned within reason.

Organizational Structure

- Special Reach utilizes a collaborative operational model that includes part-time staff, interns, volunteers, and program support personnel.



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- The Assistant Program Coordinator works within this team-based structure to support maintain quality and support successful program implementation.

Preferred Qualifications

- Bachelor's degree from an accredited university.
- Minimum of 1 year of full-time work experience with children, education, inclusion, disabilities, and/or nonprofit programming preferred.
- Strong organizational and leadership skills.
- Experience working in programs, teams, volunteers, or educational activities.
- Ability to manage multiple timelines and operational priorities effectively.
- Strong communication and problem-solving skills.
- Ability to work proactively within structured systems and workflows.
- Must be proficient in Microsoft Office, Google Workspace, or enrollment databases
- Must have a valid Texas Driver License with a clean driving record, reliable transportation, and auto insurance

Performance Expectations

- The Assistant Program Coordinator is expected to support the Program Coordinator:
 - Meet program enrollment targets
 - Ensure adequate volunteer staffing
 - Ensure programs are fully prepared prior to implementation
 - Supervise and hold part-time staff accountable
 - Maintain accurate program records and reporting
 - Ensure assigned workflows are completed on time
 - Identify and resolve operational issues proactively
 - Demonstrates initiative by identifying potential issues early, communicating proactively, and helping solve problems before they impact participants, volunteers, or program operations.

Physical Requirements

- Must be able to perform all required job tasks in a climate-controlled office and outdoors exposed to changing weather conditions.
- Must be able to lift and move up to 30lbs



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The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

Please send cover letter and resume to Rita Sandoval at rfsandoval44@gmail.com

No phone calls only email if any questions.