



WE ARE HIRING!

Below are the open positions. Please contact us for more information on each position.

Full-time Positions: Our full-time positions offer competitive pay, medical insurance, retirement benefits, and PTO.

- 1) **Program Coordinator:** Ensures the ongoing development and growth of all aspects of Special Reach programs. Bachelor's degree and program experience required.
- 2) **Development Specialist:** Assists with designing, planning, and executing promotional programs. Assists with fundraising special event programs and fundraising campaigns. Maintains records of contributors and grants and preparing acknowledgement letters. Bachelor's degree and program experience required.
- 3) **Program Assistant:** Assists program leadership with all tasks relating to the successful running of programs. Associates degree preferred.
- 4) **Administrative Assistant:** Provides administrative support including (but not limited to) scheduling, tracking, reporting information, clerical support, and analyzing data. Associates degree preferred.
- 5) **Fundraising Assistant:** Researches and reports on funding opportunities, helps plan fundraising events, and assists with procuring sponsorship for events. Associates degree preferred.

Part-time Positions: Our part-time positions offer competitive pay.

- 1) **Program Instructor:** Supervises and supports children with special needs at our programs. Applicants must be special education certified, speech and language pathologists, special education instructional assistant, LSSP, OT, CAS, BCBA, PT, and others with related experience and expertise.

Please send resume and cover letter to special.reach@gmail.com