



## JOB DESCRIPTION: PROGRAM & PROMOTION MANAGER

Smart Kids with Learning Disabilities, a non-profit organization based in Norwalk, CT that empowers parents to help their children with learning and attention challenges fulfill their potential, is looking for a part-time Program & Promotion Manager. This position requires strengths in organization, verbal and written communication, and social media, and the ability to work independently. This is a part-time position requiring an average of 15 to 20 hours per week.

### Principal responsibilities:

- Manage the scheduling and coordination of programs and an annual conference for parents, including the creation of marketing and PR materials, and coordinating with speakers, sponsors, exhibitors, and volunteers
- Coordinate management of Smart Kids fundraising events, including annual gala and walk events, handling the event websites, working with sponsors, and administrative follow-up
- Create promotional content for print, digital and social media, with a focus on the organization's significant Facebook presence
- Initiate and coordinate outreach programs with parents

### Qualifications:

- Strong interpersonal skills, including the ability to take the initiative, be a team player, and adapt to shifting priorities
- Excellent verbal and written communication skills including experience with copywriting, and working knowledge of Microsoft Office and social media platforms
- Ability to function independently, working primarily from home during the pandemic and some work from home post-pandemic
- Familiarity with LD and ADHD, and with non-profits and donor databases, a plus

### About Smart Kids with Learning Disabilities:

**Mission:** To help children with learning and attention differences reach their full potential by inspiring, educating and empowering parents to help their children succeed.

**Programs:** Smart Kids with Learning Disabilities produces a free, highly regarded newsletter and blog providing information and tools to parents, to help them become effective advocates for their children; maintains a free, comprehensive website at [www.SmartKidswithLD.org](http://www.SmartKidswithLD.org); and provides presentations and seminars, including mentoring programs for young people. The organization celebrates the strengths and accomplishments of young people with learning and attention differences, and launched a groundbreaking initiative, Countdown to Kindergarten, engaging children's librarians in getting 3- and 4-year-olds ready to learn to read when they enter school. We are committed to empowering parents to support their children's strengths, interests and abilities, to help them become happy and productive adults.

### Compensation:

This is a part-time position, requiring an estimated 15 - 20 hours per week, with more time required in preparing for the organization's annual gala and walk event. Compensation is commensurate with experience.

To apply:

Send resume and cover letter to:

Jane Ross, Executive Director

[JRoss@SmartKidswithLD.org](mailto:JRoss@SmartKidswithLD.org)

Please write Program Manager in the email subject line

*Smart Kids with Learning Disabilities is an equal opportunity employer, and is committed to providing a nondiscriminatory and inclusive environment for its staff. For more information about the organization, please visit [www.SmartKidswithLD.org](http://www.SmartKidswithLD.org)*