



Community Liaison Job Description

The OASN Community Liaison serves as a human link to the community by communicating our mission, creating relationships, and getting donations.

- ✓Event coordination
- ✓Fundraising and grants both online and in person
- ✓Attends community events
- ✓Assists parents of children with autism with general questions
- ✓Assists at front reception area &/or answers phone as a backup
- ✓Serves as assistant to the executive director
- ✓ Must have excellent communication skills (written, verbal, in Spanish if possible)
- ✓ Creates relationships with local community members
- ✓ May attend 504 or IEP meetings, as needed.
- ✓ Uses Word, Excel, Google Docs & PowerPoint as needed in day-to-day work
- ✓ Creates flyers and providing ideas to have logos, flyers, etc.
- ✓ Extra projects provided by or approved by the executive director

Hours 9am-2pm M-F, Saturdays as needed for events (*shorter hours for the months of June, July and August or summer off if desired*)

Pay Rate: \$13 per hour. Paid time off (PTO) during Thanksgiving break, Winter break, Spring Break, and holidays after probationary period. No sick time or benefits are offered for this part time position.

Outreach Autism Services Network is a collaborative workplace. Masks not required.

Email your resume to hr@oasn.info

