



## Program Support Professional

*JCHAI – Supporting Independence. Building Community.*

### Position Overview

We are seeking a highly organized and proactive Program Support Professional (PSP) to support our JCHAI member programming. In this role, you will assist in a variety of administrative and operational tasks to ensure that program activities run smoothly and effectively. The ideal candidate will have strong communication skills, be detail-oriented, and be passionate about supporting individuals with developmental disabilities.

### Key Responsibilities

**Staff Support:** Directly supports the Program Management team to enhance program effectiveness and member experience by assisting with operational needs, program logistics, and day-to-day operations.

**Food & Supply Ordering & Inventory Management:** Assist with ordering and inventory of food, ingredients, and program supplies, ensuring timely procurement, proper storage, and ensuring the availability of necessary resources for program activities.

**Special Events Support:** Provide assistance with planning, organizing, and executing special events or activities for JCHAI members.

**Member Engagement:** Support group program participants by offering support and fostering an inclusive environment that promotes engagement and personal growth in the group programs. This may include curriculum-based classes, trips, and outings.

**Other job duties, as required and directed by Director, Group Programming.**



## Qualifications

- High school diploma or equivalent required
- Associate's or Bachelor's degree in a related field preferred
- Previous experience working with adults with developmental disabilities or in a similar support role strongly preferred
- Strong organizational skills and attention to detail
- Ability to multitask and manage time effectively
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, etc.)
- Ability to maintain confidentiality and work with sensitive information
- Compassionate, patient, and committed to providing quality support to individuals with developmental disabilities
- Valid driver's license, reliable vehicle, and insurance; willingness to transport clients

## Schedule & Location

Flexibility in hours, including evenings and weekends, is required to support special events and program activities.

Our core programming is located in:

- BuxMont (Bucks/Montgomery Counties)
- Bryn Mawr
- Doylestown

Work is performed in an office and in community settings, with off-site events.

**To Apply:** Email your interest and resume to [questions@jchai.org](mailto:questions@jchai.org).

*(Use subject line: "Program Support Professional – Your Name")*

### ***Equal Opportunity Employer***

*JCHAI is proud to be an Equal Opportunity Employer. We value a diverse and inclusive workplace and comply with all applicable federal, state, and local employment laws.*