



MILESTONES AUTISM RESOURCES

Opportunity for Conference Assistant Position

Founded in 2003, **Milestones Autism Resources** improves the lives of individuals on the autism spectrum by educating, coaching and connecting the autism community with evidence-based information. Each year, Milestones serves more than 3,000 parents, professionals, and individuals of all ages and abilities, through an annual conference, free autism Helpdesk, consultation and training, and online resources. The website milestones.org connects 82,000 unique visitors to more than 1,000 autism resources. Our 15th Annual conference this past June attracted 1,200 attendees over 2 days with over 80 workshop sessions.

Conference Assistant Position Description: The **Conference Assistant** will work within a team structure, supervised by the Conference Director. Duties include:

Provide administrative support to Milestones staff in the following areas:

- Marketing/Communications – research and develop email lists for targeted conference marketing in multi-state region, develop messages for social media, update online calendars with conference information, update resources on Milestones website
- Conference Support – help proof and compile speaker bios, PowerPoints, and other online materials; enter registrations into a database; create Excel spreadsheets to organize and track conference-related information; compose and send emails to conference committee, speakers, and volunteers; assist with preparing for upcoming meetings; attend June conference
- Volunteers – volunteer support
- Phone – answer questions about conference, refer calls to other staff regarding autism support
- Other duties as specified

Qualifications:

- Strong organizational, verbal and writing skills
- Proficient in all Microsoft Office programs
- Excellent people skills, including phone manner
- Knowledge of social networking sites including Facebook, Twitter and LinkedIn
- Self-motivated, detail-oriented and able to multitask

Location: East side suburban Cleveland office

Salary: Part-time (about 20 hours a week)

Contact:

- Please submit resume, cover letter and three professional references to Leslie Rotsky at Irotsky@milestones.org

**** Conference Assistant must have reliable transportation.**

Milestones Autism Resources is proud to be an Equal Opportunity Employer. Applicants are selected without regard to race, ethnicity, creed, color, religion, sex (including pregnancy), age, national origin or ancestry, disability, genetic information, veteran/military status, sexual orientation, gender identity, or other protected characteristic under federal, state or local law.

Milestones will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008.

This job summary is intended to be brief and does not list all the duties for this position. Nothing in this job description should be construed as an express or implied contract of employment. Milestones is an at-will employer, which means that either party is free to terminate the employment relationship at any time, without any advanced notice, for any reason or no reason.