Pathways Adult Learning Center
Position Description: Product Specialist

Pathways Mission Statement:
The mission of Pathways is to provide a unique Christian Day Program dedicated to enhancing the quality of life for adults with developmental disabilities by assisting each individual to achieve emotional, cognitive, physical, social, spiritual and vocational growth to his/her fullest potential.

Position Summary:
The Product Specialist will work with the Program Developer, Development Coordinator, and Director to insure that the Pathways artists with intellectual disabilities produce quality products. This will include product prep and finishing, assisting our artists in making the products, and quality control.

Major Job Responsibilities:
- Supervise and assist Pathway Artists in making all Pathway Products
- Organize and prepare the products so that they are ready for Pathways Artists to produce
- Ensure that Pathways Products are ready to sale and maintain a high quality control
- Assist in the shipping of online products
- Communicate with customers on special orders
- Keep track of inventory of supplies for student products and communicate with the Program Developer on what needs to be ordered.
- Oversee personalized orders and communicate with customers
- Ensure policies and procedures for Pathways are implemented and met.
- Create a safe, warm, orderly and attractive work environment for all Pathways Artists.
- Coach students to develop the products for the Pathways student store
- Perform other duties and responsibilities as assigned.

Skills, Knowledge, and Expectations:
- Strong and mature Christian faith
- Creative and ability to finish and assist our artists with intellectual disabilities to make quality, hand-made items.
- Ability to manage and maintain quality control of our Pathways products
- Ability to direct and develop Pathways Artists and volunteers as necessary
- Ability to work with limited supervision
- Strong interpersonal skills
- Maintain a positive attitude with a high energy level while being flexible and adaptable
- Communicate well with the our Pathways Artists and Customers
- Experience with computer programs such as Word, Excel and PowerPoint
- First Aid, CPR, and Non-violent Crisis Intervention training and others will be required upon hiring
- Ability to physically assist students as needed and perform the non violent physical crisis intervention techniques
- Effectively function in a team setting

Education and Experience Requirements:
College bachelor’s degree or higher preferred with 3-5 years experience working with crafts and creative products. Teaching experience is a plus.

Relationships:
The Product Specialist will report directly to the Development Coordinator and will work daily with the faculty, students, parents and volunteers and will consult with the Program Developer and Director as needed.