



CTA is looking for an Assistant Program Manager. This is a great stepping stone to becoming a Residential Program Manager and advancing your career with CTA!

The House:

Aspen: Aspen is located in the Sandy area and is home to four awesome, fun, and energetic men. Some of the Exploration Themes of the home include Movies, Music, Food and Sensory.

The Assistant Program Manager position is critical support for the Program Manager and Coordinator. It is a dynamic position that is **never** the same from one day to the next. It is a fun and rewarding position that will allow you to see the positive changes for these guys that are constantly happening. This position is full-time with some on-call responsibilities and typically, weekend responsibilities.

The position pays \$19.25 to \$20 per hour (depending on experience) and includes a \$25 per month cell phone reimbursement.

What We Are Looking For:

- A person with a passion for supporting people with disabilities
- Some previous supervisor experience preferred (but not required)
- Meet the requirements to be a CTA Safe Driver
- Basic computer skills (smartphones, Slack, Therap)
- Be outgoing, friendly, and have a positive attitude
- Can multitask, prioritize, and stay organized.
- Proven history of being reliable and a good communication

To apply, please Slack [@ashleytracy](#) or [@chantelsharpe](#).

External applicants can email: hr@ctasupports.com