

## American Parkinson Disease Association

### POSITION DESCRIPTION

June 2018

**Position Title:** Office Manager  
**Location:** Wisconsin Chapter – Madison, WI  
**FSLA Class:** Non-Exempt – Part Time – Hourly  
10 - 15 hours/week (will vary in accordance with Chapter needs)

#### Brief Description

The Office Manager is responsible for providing administrative coordination and support for the Chapter's programmatic and fundraising efforts in the community, ultimately meeting the objectives of APDA's mission: *Every day, we provide the support, education, and research that will help everyone impacted by Parkinson's disease live life to the fullest.*

The ideal candidate is highly organized, is expected to have, or to quickly gain, familiarity with the Chapter's culture and geography, and to have basic knowledge of health-care, social service and fundraising environments. The candidate is expected to be a strong communicator, be detailed, focused, and possess the ability to multi-task, deliver exceptional customer service, and utilize problem solving and sound judgment skills.

#### PRIMARY RESPONSIBILITIES

##### Administrative Support

- Generate donor acknowledgements, Chapter correspondence and mailings
- Answer chapter phone, email, and other digital media inquiries about Chapter programs, regional PD resources, and related information
- Maintain and manage information lists of PD resources, committee members, Board members, support groups, etc.
- Assist with financial administration through APDA Home Office centralized accounting, including check requests, deposits and financial reporting
- Assist the Chapter Director with the Board meeting agenda and document monthly Board meetings
- Assist with management and maintenance of constituent database
- Maintain adequate supplies
- Other duties, as assigned

##### Program and Fundraising Support

- Manage administrative aspects of programs for individuals with PD and their caregivers
- Assist with writing, editing, and production of quarterly newsletter
- Provide support for Chapter programmatic and fundraising events: including logistics, registration, promotion, and sponsorship
- Other duties, as assigned

## Information, Referral & Engagement

- Provide general support information, referral, engagement, and other program related information to the PD Community
- Ensure referral lists are up to date and accessible
- Facilitate the distribution of educational materials in the community
- Maintain excellent relationships with people with PD, caregivers, and service providers
- Maintain a working knowledge of the APDA mission and its programs to address same
- Serve as a community liaison at community events and meetings
- Other duties, as assigned

## POSITION REQUIREMENTS:

- Two-year's experience preferred, preferably in a health, social service, marketing non-profit or related field, with engagement with a variety of constituents
- Strong computer skills and ability to use existing technology to achieve desired results. Proficient in latest versions of Microsoft Office applications. Proficient in social media platforms. Experience in donor database software a plus.
- Strong writing and communication skills. Ability to articulate ideas clearly and concisely.
- Ability to work effectively both independently and in a team environment
- Ability to identify and ensure the confidentiality and security of all information
- Excellent interpersonal skills and ability to connect and articulate the mission of the APDA
- Maintain high level of integrity, diplomacy and initiative
- Interest and willingness to work with the Parkinson's disease community
- Willingness and flexibility regarding work hours

## EDUCATION:

- Bachelors preferred, but not required, in a health-related, social service, or communications/marketing discipline

## RELATED SKILLS AND KNOWLEDGE:

- Excellent communication and interpersonal skills and demonstrated ability to build relationships with all levels of volunteers and staff
- Demonstrated problem-solving and decision-making skills
- Ability to organize time, work independently, handle confidential material, and work well under pressure

Working Conditions, Physical Demands
<ul style="list-style-type: none"><li>• General Working Conditions: Office environment</li><li>• Physical Demands: primarily a sedentary work environment along with the ability to stand, sit, feel, crawl, bend, reach; occasional need to lift or move up to 25 pounds</li><li>• Machines, Tools, Equipment, Electronic Devices, Computer Software, etc. use:<ul style="list-style-type: none"><li>○ Ability to operate a motor vehicle in accordance with company policy.</li><li>○ Ability to use common office equipment such as: telephone, scanner, computer, printer and copier.</li><li>○ Computer programs including MS Office and Outlook, related industry and functional databases.</li></ul></li></ul>

**CORE COMPETENCIES:**

- Highly Organized and Detail Oriented
- Stakeholder Focused
- Strong Problem-Solving Skills
- Takes Initiative
- Team Focused
- Builds Collaborative Relationships
- Trustworthy
- Flexible

**To apply, send cover letter and resume to: [jobs@apdaparkinson.org](mailto:jobs@apdaparkinson.org)**