

American Parkinson Disease Association

POSITION DESCRIPTION

Position Title: Office Coordinator

Location: Northwest Chapter

Reports To: Executive Director, Northwest Chapter

FSLA Class: Full time; Non-Exempt

Brief Description

The Office Coordinator is responsible for providing administrative coordination and support for the Executive Director, program and fundraising staff, volunteer coordination, and supporting the provision of general information and referral to persons impacted by Parkinson's Disease, and 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 a results-driven individual, familiar with the chapter's culture and geography and has communications strengths, is detailed focused, and possesses ability to multi-task, deliver exceptional customer service, and utilize keen problem solving and judgment skills.

PRIMARY RESPONSIBILITIES (other duties may be assigned)

Administrative Support

- Answer and triage all incoming phone calls and greeting visitors.
- Receive and distribute mail daily.
- Develop and maintain lists and databases of program participants, committee members, Board members, program attendance rosters/tracking, and constant contact lists.
- Edit and proofread quarterly newsletters and all correspondence
- Support information, referral and community engagement and other program activities, and event, development and stewardship initiatives
- Manage office volunteers
- Responsible for preparing accounts payable - processing invoices/payments for Executive Director approval.
- Maintain adequate supplies (office, educational, outreach and marketing)

Information, Referral & Engagement

- Provide general (referral information) I & R to individuals impacted by PD, and triage to appropriate Program Staff as necessary
- In collaboration with the Program Director, ensure referral lists are up to date and accessible
- Facilitate the distribution of educational materials in the community
- Prepare and analyze data base reports to inform service delivery improvement and enhanced stakeholder relationships
- Assist with event logistics for events
- Assist with updating chapter website is up to date
- Maintain excellent relationships with people with PD, providers and stakeholders
- Ensure events are on all public, newspaper and community calendar
- Maintains a working knowledge of the APDA mission and its programs to address them

- Serve as a community liaison at community events and meetings

POSITION REQUIREMENTS:

- Three-years' experience in a face-paced office environment, preferably in a mission-driven, non-profit environment engaging 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 including Word, Excel, Outlook, Publisher, and Power Point. Experience in donor database software and in social media platforms is preferred.
- 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
- Willingness and flexibility to work evenings and/or weekends as necessary to carry out responsibilities

Working Conditions, Physical Demands, Travel

- General Working Conditions: Office environment
- Physical Demands: primarily a sedentary work environment, requirements along with the ability to stand, sit, feel, crawl, bend, reach; occasional need to lift or move up to 25 pounds
- Machines, Tools, Equipment, Electronic Devices, Computer Software, etc. use:
 - Ability to operate a motor vehicle in accordance with company policy.
 - Ability to use common office equipment such as: telephone, scanner, computer, printer and copier.
 - Computer programs including MS Office and Outlook, related industry and functional databases.
- Travel requirements: Up to 25% travel within area served by the chapter, and irregular hours including evening or weekend meetings, or events as needed.

EDUCATION: High School diploma; some college preferred.

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
- Willingness and ability to travel as required to perform job
- Computer proficiency in database management, MS Office/Outlook, financial systems, social media and marketing platforms

CORE COMPETENCIES:

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

To apply, send cover letter, resume and salary requirements to: jobs@apdaparkinson.org