

**Position Title:** Chapter Coordinator  
**Location:** Minnesota Chapter  
**Reports To:** Director of Chapter Development and Field Operations  
**FSLA Class:** Non-Exempt, part-time, hourly

### **Overview**

Working in conjunction with the Chapter board, the Chapter Coordinator (“Coordinator”) is responsible to support and operationalize revenue development, community engagement, and administrative efforts, and to ultimately help meet 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 will work well in close partnership with the Chapter board and community stakeholders, and possesses the ability to multi-task, deliver exceptional customer service, and utilize strong problem solving and judgment skills.

### **PRIMARY RESPONSIBILITIES** (other duties may be assigned)

#### **Events, Development & Stewardship**

- Plan and execute the Optimism Walk and other events, including securing sponsorship, participant recruitment, logistics, volunteer coordination, with direct accountability for goals set forth in the annual budget.
- Assist in securing sponsorship support for annual educational events.
- Assist donors with Third Party and DIY fundraising
- Maintain donor database and generate gift acknowledgements

#### **Communications and Community Engagement**

- Maintain the chapter website content and links to ensure information is up-to-date
- Ensure events are on all public, newspaper and community calendars
- Maintain and broaden social media activity to benefit events and increase awareness of APDA.
- Distribute electronic communications (i.e. e-blasts and e-newsletters)
- Maintain an up-to-date media list and prepare press releases
- Maintain a working knowledge of the APDA mission and its programs and services
- Represent APDA in the community
- Maintain excellent relationships with donors, people impacted by PD, and other stakeholders
- Collaborate and partner with the Information and Referral Center
- Connect those impacted by Parkinson disease to services and resources
- Support the provision of programs, the development and coordination of support groups, and distribution of educational materials to further APDA’s goals and to achieve its mission

## **Administrative Support**

- Receive and distribute mail daily
- Answer and triage chapter phone calls, emails, and other digital media inquiries
- Maintain adequate supplies (office, educational, outreach and marketing)
- Prepare written reports and provide administrative support to the Chapter Board
- Responsible for financial processing, in accordance with centralized accounting, including the preparation of checking requests (accounts payable), deposits (accounts receivable) and reporting.
- Ensures the confidentiality and security of all information
- Other duties, as assigned

## **POSITION REQUIREMENTS:**

- 2-3 years of prior development experience in a non-profit, administrative, and/or customer service support role which provides the required knowledge, skills and abilities to perform the core responsibilities of this position
- Ability to acquire funding and underwriting for patient-centered programs and services
- Demonstrated capability to use Microsoft Office Suite (Word, Excel, PowerPoint, Publisher and Outlook)
- Experience in donor database management is desirable

### **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, and related industry and functional databases.
- Travel requirements: Up to 25% travel (may be more during peak event periods) within area served by the chapter, and irregular hours including evening or weekend meetings, or events as needed.

**EDUCATION:** College degree required.

## **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

**COMPETENCIES:**

- Excellent verbal and written communication skills
- Highly organized, detail-oriented and accurate
- Capable of managing multiple projects in a fast-paced environment, and the ability to work independently with minimal direct supervision and prioritize tasks
- Team player attitude
- Positive and professional demeanor and exceptional customer service skills
- Applies principles of confidentiality

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