

POSITION DESCRIPTION

Position Title:	Program Coordinator
Location:	Iowa Chapter
Reports To:	Fundraising Event Manager, Iowa Chapter
FSLA Class:	Part-Time; Hourly; Non-Exempt

Brief Description

The Program Coordinator connects people with Parkinson disease and their care partners to information, resources and services, and ensures education and support to healthcare professionals and the general public to further APDA's goals and 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 is familiar with the chapter's geography and culture, has knowledge of Parkinson disease, the health-care, social service and fundraising environments; has relationship-building skills and communications strengths; 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):

Information, Referral & Community Engagement

- Provide general Information and Referral to individuals impacted by Parkinson disease
- 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, providers and stakeholders
- In collaboration with the office coordinator, ensure the distribution of digital correspondence, and the maintenance of the chapter website and social media communications.
- Maintains a working knowledge of the APDA mission and its programs to address them
- Ensures the confidentiality and security of all information

Programs and Services

- Contribute to the development and implementation of the chapter's annual mission plan and budget consistent with the organizational priorities and the strategic plan.
- Manage support groups, including communicating with support group facilitators/leaders, establishing new support groups in underserved communities, collecting and tracking attendance, providing resource materials, and developing and executing an annual support group leader training.
- Responsible for the execution and planning of at least two annual educational conferences and symposiums, including securing speakers and sponsorship support
- Develops written content for chapter programmatic communications

- Establish PD Essentials sessions with people who are newly diagnosed and their families to answer questions and discuss how to live well with PD.
- Create and implement program evaluation
- Implement signature national programs in the chapter region, including PRESS, PD Essentials, Patient Aid Scholarship Program, etc.
- In partnership with the other chapter staff, prepare and analyze database reports to inform service delivery improvement, enhance stakeholder relationships, and assess community needs
- Responsible for wellness and exercise programming, including the recruitment and education of program instructors/facilitators, establishment of appropriate sites for programs, and maintenance of on-going programs.
- Maintains a working knowledge of APDA, Parkinson disease, treatment options and health care trends impacting our constituents
- Participate in quarterly program and services webinars to be up to date on best practices and programs offered through the APDA network.
- Respond to and complete program services survey to the national headquarters

Volunteer Engagement

- Serve as staff liaison to the Chapter Board, Program Committee
- Engage patients, caregivers, and health care providers to volunteer for campaigns, donor development and mission-related activities.

Other Responsibilities

- Represent APDA by serving as spokesperson at meetings, conferences, the press/media
- Serve as a community liaison at community events and meetings
- Assist the colleagues as needed to prepare fundraising events
- Assist with answering phones

Working Conditions, Physical Demands, Travel
<ul style="list-style-type: none"> • General Working Conditions: Office environment • 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 • Machines, Tools, Equipment, Electronic Devices, Computer Software, etc. use: <ul style="list-style-type: none"> ○ 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.

POSITION REQUIREMENTS:

- Three years' experience preferably in a health, social service, non-profit or related field, with fundraising responsibility and engagement with a variety of constituents
- Experience in volunteer management
- Ability to work effectively both independently and in a team environment

EDUCATION:

- Bachelors, preferably in a healthcare, health education, social service, or related field, designing and delivering community-based patient and caregiver programs and services, preferably in a non-profit setting.

RELATED SKILLS AND KNOWLEDGE:

- Excellent communication and interpersonal skills and demonstrated ability to build relationships with all levels of volunteers and staff
- Ability to work in cross-functional teams
- 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, social media and marketing platforms

CORE COMPETENCIES:

- Results Driven
- Highly Organized
- Stakeholder Focused
- Strong Problem-Solving Skills
- Takes Initiative
- Entrepreneurial spirit
- Managing Performance
- Team Focused
- Builds Collaborative Relationships
- Trustworthy
- Flexible

APDA is an equal opportunity employer and is committed to workplace diversity.

Candidates from diverse backgrounds are encouraged to apply.

To apply, send cover letter, resume and salary requirements to:

jobs@apdaparkinson.org

