

Our client, American Parkinson Disease Association (APDA) is currently seeking a **National Manager, Programs and Community Engagement** to join their growing organization. This is a full-time, exempt, remote role.

AMERICAN PARKINSON DISEASE ASSOCIATION:

Founded in 1961, American Parkinson Disease Association (APDA) is the largest grassroots network dedicated to fighting Parkinson's disease. APDA's mission is to *"provide the support, education, and research that will help everyone impacted by Parkinson's disease live life to the fullest."* It has raised and invested more than \$252 million to provide outstanding patient services and educational programs, elevate public awareness about the disease, and support research designed to unlock the mysteries of Parkinson's disease and ultimately put an end to this disease.

YOUR ROLE:

The Manager of Programs and Community Engagement (MPCE), connects people with Parkinson's disease and their caregivers to services and community resources, executes APDA's signature programs, and ensures education and support to healthcare professionals and the public. This position serves as the project lead for outreach and engagement with the Spanish speaking community and is accountable for day-to-day program delivery, and ultimately to further APDA's goals and to achieve its mission.

The ideal candidate will have a strong command of both English and Spanish languages; deep understanding of cultural and regional nuances; knowledge of Parkinson's disease and/or chronic illness, the healthcare, social service; relationship-building skills and communications strengths; ability to multi-task, deliver exceptional customer service, and utilize keen problem solving and judgment skills.

Programs and Services

- Respond to public inquiries for information and referrals via phone, email, and in-person, and specifically respond to inquiries from Spanish-speaking constituents.
- Develop, plan, and coordinate educational and awareness events, health, and wellness activities with a focus on program planning and outreach to Spanish speaking people with PD and care partners across the country.
- Identify program efficiencies and opportunities to better reach underserved communities through provider and community outreach and ongoing program improvements.
- Cultivate relationships with non-profit organizations, agencies, community groups and key medical professionals with an emphasis on those serving diverse and underserved communities.
- Distribute APDA literature and educational materials with an emphasis on increasing distribution of APDA's Spanish language publications nationally.
- Translate documents, emails, website content, and other materials from Spanish to English and vice versa.
- Maintain a working knowledge of APDA, Parkinson disease, research, treatment options and health care trends and developments impacting our constituents.
- Assist in the preparation, maintenance, and analysis of contact database reports to create metrics, strategies, and tactics for program delivery and assessment.
- Facilitate the establishment and maintenance of the support groups network including planning trainings, providing education materials, scheduling speakers, providing topics, ideas, and news content, assist with maintaining groups success and attendance and substitute for APDA support group facilitators as necessary.
- Prepare presentations, articles, and other communications.
- Assists in the development and implementation of the Programs and Services mission plan that is consistent with organizational priorities and the strategic plan.
- Assists in the evaluation of Community Needs Assessment data to determine service needs and develop new programs in response to those needs.
- Serve as a support to Chapters and Information and Referral Centers regarding referrals and Spanish language resources.
- Represent APDA by serving as spokesperson at meetings, conferences, the press/media to promote APDA.

Revenue Generation and Stewardship

In collaboration with Mission, Programs and Development Team:

- Identify funding opportunities to cover and expand services to solicit grants and sponsorship in support of local programs and services.
- Cultivate partnerships with foundations, corporations, organizations, and individuals.
- Integrate mission elements into all events and activities.
- Engage patients, caregivers, and health care providers to volunteer for campaigns, donor development and mission-related activities.
- Cultivate and maintain excellent relationships with donors, funders, and stakeholders.
- Compile and disseminate e-news, marketing, and mailings.
- Assist at fundraising events as needed.

YOUR EXPERTISE:

- Bilingual in Spanish and English required, with an understanding of cultural and regional nuances.
- Excellent verbal and written communication skills and ability to translate from English to Spanish as vice versa required.
- Excellent interpersonal and strong customer service skills with a demonstrated ability to build relationships with all levels of volunteers and staff.
- Demonstrated problem-solving and decision-making skills.
- Ability to effectively organize time, work independently, handle confidential material, and work well under pressure.
- Willingness and ability to travel as required to perform job duties.
- Flexibility to work several evenings a month and occasional weekends is required.
- Computer proficiency in database management, MS Office/Outlook, social media, and marketing platforms.
- Knowledge of social media & marketing platforms (Facebook, Twitter, Instagram, LinkedIn, etc.)

SALARY AND BENEFITS:

Starting Salary Range: \$78,000-\$83,000. Annual salary based on background and experience.

- Medical, Dental and Vision on the first day of the month after start date.
- 401K after three months of service (no company match)
- Life Insurance.
- Pension eligible after one year of service and fully vested after five years of service.
- HSA & FSA spending accounts available.
- Paid time off in addition to standard holidays.

**** American Parkinson Disease Association also provides an attractive benefits package that includes medical, dental and vision insurance, retirement plan, and generous paid time off in addition to standard holidays.*

Have we described a role that you have been seeking, along with a set of skills you possess? If so, we'd like to hear from you! **Please forward your resume to mkolev@operationsinc.com**

American Parkinson Disease Association (APDA) provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, APDA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. APDA expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of APDA's employees to perform their job duties may result in discipline up to and including discharge. APDA will provide reasonable accommodation for qualified individuals with disabilities.