

Regional Administrative Coordinator

Our client, American Parkinson Disease Association, is currently seeking a **Regional Administrative Coordinator** to join their growing organization. The Regional Administrative Coordinator is a full-time, non-exempt, salaried position that reports to a Regional Director based in Seattle, and is responsible for providing operating support to the Chapter staff and volunteers in six chapters (FL, GA, MN, VA, WA, WI) and assist in the provision of general information to the community and persons impacted by Parkinson's Disease, 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.*

This role is a hybrid position, with a blend of work from home and in person, and requires some evening and weekend hours, as well as occasional travel locally, regionally or nationally to attend events and meetings.

The ideal candidate is a detail focused, team-oriented, results-driven individual who possesses strong computer skills, the ability to use technology to achieve desired results, has experience in using databases, demonstrates communications strengths, possesses the ability to multi-task, juggle priorities and deliver exceptional customer service, utilizes keen problem solving and judgment skills, and is familiar with the region's culture and geography.

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 \$282 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.

The organization's 2022-2024 Strategic Plan outlines ambitious targets, including:

1. Expand constituent-centric, evidence-based, and impactful programs, services, and research that improves quality of life throughout the disease continuum.
2. Cultivate partnerships and collaborations to expand and elevate mission delivery to meet Parkinson community needs.
3. Expand reach to under-served, under-studied and under-represented communities to promote health equality and access to care and provide education and support.

PRIMARY RESPONSIBILITIES:

- Triage and support internal and external communications, including mail, phone, email, social media, event registrations, etc.
- Distribute general educational materials.
- Process accounts payable (invoices/payments).
- Prepare accounts receivable (deposits), enter data in the CRM and generate acknowledgement letters.
- Maintain inventory of supplies, equipment, and postage/postal account balances within approved budget.

- Assist with planning, logistics, and follow up of meetings and events, as needed (in-person or virtual.).
- Coordinate and track contracts and ensure accurate entry into the Contract Management System (CMS).
- Maintain department files, documents, and procedures to ensure effective and efficient operations.
- Provide onsite and virtual support for events and activities.
- Provide support to the Board and volunteers, including contact information, meeting scheduling, dissemination of materials, filing documents, etc.
- Maintain excellent relationships with people with PD, providers, and stakeholders.
- Maintains a working knowledge of the APDA mission and its programs to address them.
- Ensures the confidentiality and security of all information.
- Other administrative tasks, as needed.

QUALIFICATIONS:

- High School Diploma, or equivalent. Some college preferred.
- 5+ years related administrative experience, preferably engaging with a variety of constituents in the non-profit sector.
- Ability to work independently and efficiently, establish priorities, handle multiple projects, and meet deadlines.
- Experience in distance management environments.
- Experience in CRM database and financial systems.
- Computer proficiency in MS Office/Outlook and user fluency in fundraising databases and web-based platforms such as Blackbaud/Raiser's Edge, WordPress, Qgiv, Canva, and Constant Contact.

RELATED SKILLS AND KNOWLEDGE:

- Exemplary written and oral communication.
- Proven interpersonal skills and demonstrated ability to build relationships with all levels of volunteers and staff.
- Incredible attention to detail.
- Ability to work effectively both independently and in a team environment.
- Highly organized and detail oriented.
- Builds Collaborative Relationships.

SALARY AND BENEFITS:

- Starting Salary Range: \$60,000-\$70,000. Annual salary based on background, experience, and geographic location.
- Medical, Dental and Vision on the first day of the month after start date.
- 401K - Eligible Employees become members on the 1st day of the month on or after age 21 and completion of 3 months of employment (no company match).
- Life Insurance – Eligible Employees become members on the 1st day of the month on or after age 21 and completion of 3 months of Employment Service.
- Pension Eligible Employees become members on the 1st day of the month on or after age 21 and completion of 1 year of Employment Service and fully vested after five years of service.
- HSA & FSA spending accounts available.
- 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 cover letter and resume to Julie Abelson at jabelson@operationsinc.com

We're Operations Inc., a Human Resources Outsourcing and Consulting firm. Since 2001, Operations, Inc. has been supporting a base of over 1,400 clients with their diverse and evolving HR needs.

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 accommodations for qualified individuals with disabilities.