
Regional Administrative Coordinator (based in Greater Chicagoland)

The American Parkinson Disease Association (APDA) is currently seeking a Regional Administrative Coordinator to join their growing organization. This is a full time, non-exempt, remote position but must live in the Chicagoland Area to attend periodic in-person meeting and activities. The Regional Administrative Coordinator is responsible for providing database and operating support to the staff and volunteers in the Midwest Region, which consists of three Chapters (IL, IA and MO) and assist in the provision of general information to the community and 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 team-oriented, results-driven individual who possesses strong computer skills and the ability to use technology to achieve desired results, has experience in using databases, demonstrates communications strengths, is detailed focused, possesses the ability to multi-task and juggle priorities and deliver exceptional customer service, utilizes keen problem solving and judgment skills, and is familiar with the region's culture and geography

ABOUT APDA

The American Parkinson Disease Association (APDA) is a nationwide grassroots network dedicated to fighting Parkinson's disease (PD) and works tirelessly to help the approximately one million with PD in the United States live life to the fullest in the face of this chronic, neurological disorder. Founded in 1961, APDA has raised and invested more than \$313 million to provide outstanding patient services and educational programs, elevate public awareness about the disease, and support research designed to unlock the mysteries of PD and ultimately put an end to this disease.

OUR CORE VALUES

- **COMMITMENT:** Compassionately provide high quality service and support.
- **RESPECT:** Foster a diverse, equitable, inclusive, and accessible culture.
- **COLLABORATION:** Establish meaningful relationships to build strong, supportive communities.
- **INTEGRITY:** Act ethically with honesty, transparency, and accuracy.
- **ACCOUNTABILITY:** Responsibly steward our actions, outcomes, and resources.

KEY RESPONSIBILITIES

- Enter data in the CRM, generate acknowledgement letters, and assist in generating lists.
- Distribute general educational materials.
- Maintains contact lists and distribute communications in various platforms.
- Prepare and design marketing materials.
- Update website and registration pages.
- Provide onsite and virtual support for events and activities.
- Maintain department files, documents, and procedures to ensure effective and efficient operations.
- Triage and support internal and external communications, including mail, phone, email, social media, event registrations, etc.

- Assist with processing accounts payable (invoices/payments) and accounts receivable (deposits),
- Assist with planning, logistics, and follow up of meetings and events, as needed (in-person or virtual.)
- Assist with contracts and ensure accurate entry into the Contract Management System (CMS).
- Provide support to volunteers, including contact information, meeting scheduling, dissemination of materials, filing documents, etc.
- Maintain inventory of supplies, equipment, and postage/postal account balances within approved budget.
- 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.

POSITION REQUIREMENTS:

EDUCATION: Minimum education level: High School Diploma, or equivalent. Some college preferred.

EXPERIENCE:

- 3+ 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 RENXT CRM database or equivalent.
- Computer proficiency in MS Office/Outlook and user fluency in fundraising and peer to peer databases and web-based platforms including Blackbaud/RENXT, WordPress, Canva, Constant Contact and Qgiv.

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.
- 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.
- Demonstrated problem-solving and decision-making skills.
- Ability to organize time, work independently, and work well under pressure.
- Willingness and ability to travel as required to perform job.

CORE COMPETENCIES:

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

SALARY AND BENEFITS:

Starting Salary Range: \$65,000 to \$70,000. Annual salary based on background and experience.

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 cover letter and resume to: julie_abelson@ajg.com

American Parkinson Disease Association (APDA) provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or genetics. APDA complies with applicable state and local laws governing nondiscrimination in employment. 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.