

The American Parkinson Disease Association (APDA) is currently seeking a **Manager of Programs and Community Engagement** at the Northwest Chapter to join their growing team. The Northwest Chapter serves five states in the Pacific Northwest, provides an array of dynamic, community-based programs and services and is one of APDA's most well-established chapters.

The Manager of Programs and Community Engagement (MPCE) is accountable for day-to-day program delivery by connecting people with Parkinson's disease and their caregivers to services and community resources, executing APDA's signature programs, ensuring education and support to healthcare professionals and the general public. The MPCE champions cultivation efforts in the region and plays a critical role in the organization being able to successfully accomplish the goals of the strategic plan and support its mission: *"Every day, we provide the support, education, research, and community that will help everyone impacted by Parkinson's disease live life to the fullest."*

The MPCE is a full-time, exempt position that will be based in the Seattle, WA office. The position requires some evenings and weekends and includes travel locally, statewide, and regionally to cultivate relationships, engage constituents and attend local events and meetings. The ideal candidate is familiar with the geography, culture, and healthcare landscape, has knowledge of Parkinson's disease and/or chronic illness; and has experience in developing and delivering community-based programs. They possess excellent relationship-building and communication skills, the ability to multitask, deliver exceptional customer service; and demonstrate strong problem solving and judgment abilities.

AMERICAN PARKINSON DISEASE ASSOCIATION:

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.

ABOUT THE ROLE: You will have the ability to:

- Respond to public inquiries for information and referrals via phone and email.
- Develop, plan, and coordinate educational conferences, awareness events, and health and wellness activities.
- Facilitate the establishment and maintenance of a support group network which includes planning trainings, providing education materials, scheduling speakers, suggesting topics and ideas, sharing news content, assisting with maintaining group success and attendance, and substituting for APDA support group facilitators, as necessary.
- Distribute APDA literature and educational materials in the community.
- Evaluate Community Needs Assessment data to determine service needs and develop new programs in response to those needs.
- Represent APDA by serving as spokesperson at meetings, conferences, the press/media to promote APDA.
- Create presentations and printed materials.
- Prepare, maintain, and analyze contact database reports to create metrics, strategies, and tactics for program delivery and assessment.
- Ensure mission activities appear on public, newspaper, and community calendars.
- Prepare programmatic articles for the newsletter and provide material for other communications such as the weekly email.
- Identify program efficiencies and opportunities to better reach underserved communities through provider and community outreach and ongoing program improvements.
- Cultivate relationships with surrounding non-profit organizations, agencies, community groups and key medical professionals.
- Maintain a working knowledge of APDA, Parkinson's disease, research, treatment options and healthcare trends and developments impacting our constituents.
- Assist in the development and implementation of the Chapter's annual mission plan and budget that is consistent with organizational priorities and the strategic plan.
- Ensure the confidentiality and security of all information.

QUALIFICATIONS

- Bachelor's Degree required, preferably in a community-based, health-related, or social service discipline. Master's Degree preferred.
- Minimum 3 years' experience in 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.
- Valid driver's license and reliable transportation.

RELATED SKILLS & KNOWLEDGE

- Excellent communication and interpersonal skills and demonstrated ability to build relationships, network and engage community stakeholders.
- Demonstrated problem-solving and decision-making skills.
- Ability to effectively organize time, work independently, handle confidential material, and work well under pressure.
- Ability to work in cross-functional teams
- Computer proficiency in CRM database management, MS Office/Outlook, including Word, Excel, Outlook, and PowerPoint, social media, and marketing platforms.
- Willingness and ability to travel as required to perform job.
- Flexibility to work several evenings a month and occasional weekends is required.
- Knowledge of the local geography, culture, and community.
- Ability to prospect/cold-call new business relationships; comfortable with networking
- Strong computer skills and ability to use existing technology to achieve desired results.
- Skilled in exercising sound judgment.
- Highly developed verbal, written, organization and presentation skills, including proofreading and public speaking.
- Undertake professional and self-development activities to learn new skills.

SALARY & BENEFITS

- Base Salary Range: \$70,000-\$75,000. Annual salary based on background and experience.
- APDA has an attractive benefits package including: Medical, Dental, Vision, 401k, Life Insurance, Pension, HSA & FSA spending accounts available; Paid time off in addition to standard holidays.

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

Candidates from diverse backgrounds are encouraged to apply.

Have we described a role that you have been seeking, along with a set of skills you possess? If so, we would like to hear from you! **Please forward your cover letter and resume to:**

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