

American Parkinson Disease Association

POSITION DESCRIPTION

Position Title: Office Coordinator
Location: Greater St. Louis Chapter
Reports To: Executive Director, Greater St. Louis Chapter
FSLA Class: Non-Exempt

Brief Description

The Office Coordinator is responsible for providing administrative coordination and support for the Executive Director, program and fundraising staff, volunteer coordination, facilitating the marketing and distribution of materials and communications in the community, and supporting the provision of general information and referral to 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 results driven individual, familiar with the chapter's culture and geography and has knowledge of health-care, social service and fundraising environments, has communications strengths, is detailed focused, and possesses ability to multi-task, deliver exceptional customer service, and utilize keen problem solving and judgment skills.

PRIMARY RESPONSIBILITIES

Administrative Support

- Generate donor acknowledgements and notifications; track restrictions for deposits and financial reports
- Answer chapter phone; and triage calls to a Program Coordinator, Program Director or Executive Director as needed to ensure maximum use of human resources
- Develop, maintain, and manage lists and databases of program participants, donors, committee members, Board members, support group and exercise programs attendance rosters, and constant contact lists
- Create online donations for events and system generated-acknowledgements for events
- Design brochures, flyers, invitations, and assist with graphic selections for newsletter
- Generate reports of registrations, donors, sponsors which will facilitate preparation of financial summaries, fundraisers, and mail house reports
- Edit, format, and proofread quarterly newsletters and all correspondence
- Support information, referral and community engagement and other program activities, and event, development and stewardship initiatives
- Delegate office tasks to volunteers in Center
- Maintain adequate supplies (office, educational, outreach and marketing)
- Other duties, as assigned

Information, Referral & Engagement

- Provide general (referral information) I & R to individuals impacted by PD, and triage to appropriate Program Staff as necessary

- Ensure referral lists are up to date and accessible
- Facilitate the distribution of educational materials in the community (welcome packets & DVDs)
- In partnership with the Executive Director, prepare and analyze data base reports to inform service delivery improvement and enhanced stakeholder relationships
- Facilitate live streaming of exercise classes and support group videotaping and archiving in library
- Maintain excellent relationships with people with PD, providers and stakeholders
- Ensure events are on all public, newspaper and community calendar
- Maintains a working knowledge of the APDA mission and its programs to address them
- Serve as a community liaison at community events and meetings
- Other duties, as assigned

Events, Development & Stewardship

- Raise donor participation, coordinate organization's marketing efforts, promote APDA to physicians, patients and families, and other places where PD patients may reside
- Maintain excellent relationships with donors, funders, and stakeholders
- Coordinate set up, tear down and administrative support for events
- Proofread and edit donor and communication materials as needed
- Serve as a community liaison at community events and meetings
- Maintain donor and stakeholder database
- Compile and disseminate e-news (Constant Contact), marketing and mailings
- Maintain a file of all media and important milestones of chapter activity
- Other duties, as assigned

POSITION REQUIREMENTS:

- Three-years experience preferred, preferably in a health, social service, marketing non-profit or related field, with engagement with a variety of constituents
- Strong computer skills and ability to use existing technology to achieve desired results. Proficient in latest versions of Microsoft Office applications including Word, Excel, Outlook, Publisher, and Power Point. Experience in donor database software and proficient in social media platforms
- 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
- Maintain high level of integrity, diplomacy and initiative
- Willingness and flexibility to work evenings and/or weekends as necessary to carry out responsibilities

EDUCATION:

- Bachelors in a health-related, social service or communications/marketing discipline preferred

RELATED SKILLS AND KNOWLEDGE:

- Excellent communication and interpersonal skills and demonstrated ability to build relationships with all levels of volunteers and staff
- 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, financial systems, social media and marketing platforms

Working Conditions, Physical Demands, Travel

- General Working Conditions: Office environment
- Physical Demands: primarily a sedentary work requirements 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:
 - 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.

CORE COMPETENCIES:

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

To apply, send cover letter, resume and salary history to: jobs@stlapda.org