



PARKINSON'S RESOURCES of OREGON

Position Title: Program Coordinator

Status: Full-time (40 hours). Willing to consider .8 FTE

Reports To: Program Manager

Starting Salary: \$46,000-\$48,000 plus benefits

The Program Coordinator is a key member of the program team and will focus on overseeing the growth and development of our peer-facilitated support group network. Support groups serve both as a source for education and as an emotional outlet for people with Parkinson's and their loved ones. During the pandemic the need for group socialization and emotional support was present more than ever. This position works closely with other staff members to ensure smooth implementation of all agency activities and should expect other projects, collaboration and shifting priorities as we seek to support each other and fulfill our mission.

The Program Coordinator will represent PRO and our values when interacting with clients, community partners, medical professionals, and volunteers. A genuine interest in PRO's mission will manifest through professional and compassionate responses to the special needs of people living with Parkinson's disease.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Coordination

- Coordinate support group resources including recruiting, screening, training, and supervising roughly 60 volunteer facilitators for virtual and in-person groups
- Communicate monthly group reminders, as well as PRO program updates
- Design and implement various marketing tools for all offered groups
- Travel and visit/present at support groups throughout service areas annually
- Collaborate on other program and event support
- Expand outreach through organized events and promoting programs and services throughout the region

Direct Client Work

- One-on-one facilitator support, problem-solving
- Co-facilitating monthly staff-led support groups
- Helpline assistance to clients who contact our office seeking disease specific information, community referrals and confidential social support

Data Collection & Administrative Duties

- Attendance tracking and update group lists
- Maintain all policies & procedures
- Maintain program equipment and supplies
- Data entry for new members and members to be removed from contact lists
- Maintain facilitator agreement paperwork and confidentiality agreements

This position will work with volunteers and communities to restore support groups that paused during the pandemic which may include identifying and training new facilitators. We are a growing organization, so let us know if you have additional skills or experience that you are passionate about putting to use in addition to the duties and responsibilities described

Parkinson's Resources of Oregon works in a close team environment, and this position will be expected to contribute to all aspects of service delivery including other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in public health, social work, or related field and/or related experience. Masters' preferred.
- At least 2 years direct experience, including program planning, group facilitation, and outreach. Relevant support group experience highly valued.
- Leadership skills and experience motivation and empowering community volunteers.
- A positive attitude and the ability to adapt in a fast-paced work environment that often required multitasking and work-plan flexibility.
- Excellent organizational skills with the ability to track data and create reports analyzing program measurements of success.
- Engaging and professional public speaking skills – comfortable before groups up to 100.
- Ability to initiate, manage and complete multiple tasks on time.
- Demonstrated ability to work well with a diverse population including clients, families, board, volunteers and community partners is required.
- Proficiency in outlook, excel, word, and basic database software (Salesforce experience a plus). Ability to update content on website. Ability to problem solve independently with computer issues.
- Bilingual English/Spanish preferred.
- The selected candidate will possess a genuine interest and passion for the work Parkinson's Resources of Oregon does and be committed to the mission of the organization.

WORK ENVIRONMENT

This position is based in our Beaverton location with occasional weekend or evening work. Work is generally performed in an open office with considerable local travel. Travel throughout the state, with occasional overnight stays required. Candidate must provide own reliable transportation. After 6 months of regular employment, a modified flex schedule may be considered. All candidates must be able to provide documentation of positive COVID-19 vaccination status prior to employment.

These core responsibilities are meant as a general guideline and do not preclude new or additional responsibilities or assignments. In no way should this listing be considered an exhaustive description of the actions and tasks necessary or required for success in achieving annual targets and goals. Certain functions not explicitly stated above are understood to be essential to this position, and the incumbent may be called upon to assist with additional tasks as needs and shifting priorities may dictate.

PARKINSON'S RESOURCES OF OREGON

Parkinson's Resources of Oregon (PRO) extends help and hope to thousands of families in the Northwest. Our staff and volunteers provide services such as support groups, case management, classes to enhance daily living, education programs, lending library, newsletter, helpline and advocacy efforts. Our mission is to empower individuals to meet the challenges of living with Parkinson's disease through information, education, personal support, and advocacy for a cure.

PRO is committed to diversity, equity and inclusion in the workplace and provides consideration for volunteer and employment relationships without regard to race, color, religion, sex, sexual orientation, gender expression, gender identity, genetic predisposition, national origin, ethnicity, disability, veteran status, or any other characteristic protected by federal, state or local law.