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**Job Title:** Program Associate

**Classification:** Non-Exempt

**Department:** Community Engagement

**Work Location:** Louisville, CO

**Reports to:** Director of Community Engagement

**Salary Range:** \$17-20/hr

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At the Davis Phinney Foundation, we help people with Parkinson's live well today. Resources such as tools, education and experiences are just a few of the ways we help make the lives of those we serve better. Since 2004, the Foundation has brought to life some of the most important programs and research for those affected by Parkinson's. Our community includes people living with Parkinson's, Parkinson's care partners, families, and friends in addition to physicians and allied health professionals.

### **POSITION OVERVIEW & PURPOSE**

The Program Associate position is an entry level position within the Foundation's community engagement department. This role supports the program manager and is primarily focused on executing activities within their program to (1) increase the capacity of community leaders, (2) facilitate the collection and analysis of data and community feedback to help identify and implement new initiatives, and (3) address awareness and health literacy by creating and providing tools, resources, information, and experiences.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Nurture relationships within the Parkinson's community and with key stakeholders and respond to inquiries and requests from participants in assigned program.
- In collaboration with the Programs & Outreach team and other key staff, help execute strategy for support and engagement of participants and partners in assigned program.
- With guidance from Program Manager, support the creation and delivery of materials (resource booklet, learning guides, email series, etc.) to members of program community.
- Take a supporting role in developing and evolving the Foundation's model for assigned program.
- Participate in program assessment including coordinating surveys and assessments participants and other community members as needed
- Support Foundation's Diversity & Inclusion initiative through thoughtful outreach, practices of cultural humility and the inclusion of diverse leaders

### **KNOWLEDGE, SKILLS & ABILITIES**

- Strong verbal and written communication skills and demonstrated ability to write clearly, persuasively, and accurately
- Proficient in Excel, Word, PowerPoint, and Office 365 application
- Proven relationship management skills

- Positive, outgoing personality, and demonstrated ability to collaborate with others in a respectful and empowering way
- Proficient in donor database, preferably Blackbaud CRM
- Detail oriented and highly responsive
- Able to manage multiple requests or projects simultaneously
- High emotional intelligence and ability to listen, interpret, and respond to information from others

#### **PREFERRED QUALIFICATIONS & COMPETENCIES**

- High School Diploma required
- 1 year or more experience in volunteer management, program execution, education, and/or other related activity

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

- To comply with EEOC requirements, the physical demands that the job places on the employee doing that job
- Frequently reading
- Frequently using repetitive motions
- Frequently standing
- Work environment? Indoors

#### **STATEMENT**

The qualification requirements, physical demands, and work environment characteristics described in this job description are representative of those that must be met by an employee to perform the essential duties and responsibilities of this job successfully.

This job description in no way states or implies that the essential duties described are the only responsibilities involved in the position. The employee is required to follow any other instruction and to perform any other duties by any person authorized to give instructions or assignments.

This job description in no way states or implies a contract of employment. Davis Phinney Foundation reserves the right to modify this job description at their discretion at any time and will notify the employee of the change.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

*We are an equal opportunity employer. At Davis Phinney Foundation, we are committed to creating a diverse environment and are proud to promote inclusiveness in everything we do. We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Davis Phinney Foundation is also committed to compliance with the Americans with Disabilities Act (ADA). While performing the duties of this position, the employee is regularly required to talk, hear, and see. We will ensure that persons with disabilities are provided reasonable accommodations.*