

JOB INFORMATION

Job Family	Non-Profit
Sub-Family	Welfare/Community Services
Job Title:	Program Associate - Education
Job Code:	
Alternate Title	
Version Date:	5/13/2022 7:38:39 AM
Salary Grade:	
Category	Education
Department:	Education
FLSA Classification:	Non-Exempt
EEO Code:	Administrative Support Workers
Job Level:	Individual Contributor

JOB SUMMARY

The Program Associate position supports our educational work by providing direct support for assigned program participants. This role is the first line of contact and go-to resource for speakers and community members alike. The Program Associate plays an integral role in shaping the experience of our community members, publishing educational resources, organizing meetings, managing workflows, collecting feedback, creating connections, and much more.

Essential Functions

Essential Function	% TIME
Organize large content projects, using Monday.com, so that content is produced on time and ready to be published.	30%
In collaboration with the Marketing team and other key staff, help execute strategy and support the engagement of participants and partners in the assigned program.	30%
With guidance from the director and program managers, support the creation and delivery of materials to members of the community.	20%
Work with program managers and external sponsors to track and organize content development by the department	15%
Support monitoring and evaluation of program through data collection and weekly metrics for assigned program	5%

Additional Responsibilities

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Support and build the Foundation's reputation as a leading resource for living well with Parkinson's

Support the development and innovation of the Foundation's community partnerships

Support Foundation's Diversity & Inclusion initiative through thoughtful outreach, practices of cultural humility and the inclusion of diverse leaders

Assist in other activities on the behalf of the Foundation

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

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Work Experience

3 years or more	Relevant experience managing projects, implementing organizational systems, and/or other related activity	Required	
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Skills	
Experience with digital project management tools, approaches, and workflows	Medium
Proven relationship management skills	Medium
Positive, outgoing personality, and demonstrated ability to collaborate with others in a respectful and empowering way	High
Ability to create meaningful connections and experiences over primarily digital channels	Medium
Experience with meeting and or learning facilitation	Medium
High emotional intelligence and ability to listen, interpret, and respond to information from others	High
Detail oriented and highly responsive, and able to manage multiple requests or projects simultaneously	High
Strong verbal and written communication skills and demonstrated ability to write clearly, persuasively and accurately	Medium
Proficient in Excel, Word, Powerpoint and Office 365 application	Medium
Proficient in donor database, preferably Blackbaud CRM	Low
Experience with WordPress	Medium

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands						
<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Reading					X	
Carrying			X			35
Climbing Stairs			X			
Crouching			X			
Grasping			X			
Grip			X			
Handling			X			
Kneeling			X			
Pinch			X			
Pulling			X			35
Pushing			X			35
Lifting			X			35
Reaching			X			
Vision					X	
Repetitive Motions					X	
Sitting				X		
Standing		X				
Walking				X		
Stooping				X		

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Working Environment					
<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold	X				
Extreme heat	X				
Humidity	X				
Wet	X				
Noise	X				
Hazards	X				
Temperature Change	X				
Atmospheric Conditions	X				
Vibration	X				
Other	X				

TRAVEL REQUIREMENTS	
Travel Type	Percentage
Domestic	5%
Valid Driver's License Required	
Yes/No	Reason for Drivers License
Yes	To attend local and remote events, transportation while traveling
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.	

Functional Competencies		
Competency	Level	Competency Description
Strategic Responsibility	2. Novice	Contributes to strategy for his/her team.
Collaboration	3. Mid	Maintains mutually beneficial partnerships with other functions.
Communication Skills	2. Novice	Advanced communication skills involving complicated topics.
Problem Solving	3. Mid	Arrives at a conclusion based on previous experiences and good judgment.
Functional Knowledge	2. Novice	Understands his/her discipline and good conceptualization of processes.
Analytical Thinking	2. Novice	Practices investigative techniques to determine the best approach.
Company Knowledge	3. Mid	Understands how his/her team contributes to the department to meet the goals defined.
Managing Change	1. Entry	Implements changes provided by management.

SCOPE	
Freedom To Act	
Works is accomplished with limited direction. Determines and develops approach to solutions. Work is evaluated upon completion to ensure objectives have been met.	
Problem Complexity and Problem Solving Timeframes	
Provides resolution to a diverse range of recognizable complex problems. Analysis is required to identify root cause. Uses judgment within defined boundaries to develop alternate solutions, both long and short term. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but typically the majority of tasks take three to six months to resolve.	
People Management	
# Direct Resources Managed	# Indirect Resources Managed
Impact	
Failure to achieve results or erroneous judgments may require the allocation of additional resources to correct and / or achieve goals.	
Contact with Others	
Frequently inter-organizational and outside customer / vendor contacts. Part of a team who represents the organization. Monitors activities and communicates information across the organization	
Financial Responsibility	
Total Financial Responsibility	The incumbent does not currently have budgetary responsibilities

COMPENSATION	
Salary Max	\$0
Salary Midpoint	\$0
Salary Min	\$0

