

## Program Associate - Education Position Description

### Description

The Davis Phinney Foundation for Parkinson's is a dynamic, national nonprofit organization headquartered in Colorado. Our mission is to help people with Parkinson's live well today. We envision a world where Parkinson's well-being is essential to the health of the community and where all people with Parkinson's have access to resources and information needed to live well. We inform and inspire hundreds of thousands of people living with Parkinson's around the world each year. Our working environment is fast paced and fun.

As a nonprofit organization with an annual budget of approximately \$3 million, the Davis Phinney Foundation relies on private, philanthropic funding to make a difference in the lives of individuals affected by Parkinson's.

**Location:** This position is a hybrid of in-office and remote work. Employee must live in the local area.

**Hours of Work:** Full Time

**Reports to:** Director of Education

### About the Position

#### About the Position

The Program Associate – Education supports the Director of Education and Education department in the creation, development, production, and delivery of all content. This position requires a professional who is an expert organizer of ideas and executer of plans. This is a fast-paced department that produces different types of content every day, and this position requires extreme attention to detail, fast response times, and excitement about the community we get to help.

#### About the Education Department at the Davis Phinney Foundation

The Education Department at the Foundation functions as a service to not just the Parkinson's community but to all the other departments in the organization. We have a large and growing library of educational content that supports people with Parkinson's, care partners, community leaders, and health professionals. We host events every week, we are always adding new programs to the mix, and we're constantly working to uplevel our content and delivery. Our goal is to become the most-trusted resource of education for those affected by Parkinson's.

## About You

You are mission driven and feel called to help the Parkinson's community while building your skills at the same time.

You were born organized and have spent most of your life organizing everything around you from school projects to home systems, closets, friend's parties, and junk drawers. Managing details and projects is not a hobby or a steppingstone to something else. It is what you love doing and what you look forward to doing. All the better if you can work with people who truly appreciate what it takes to manage a large calendar of projects, multiple and competing deadlines, and details that make most people's eyes glaze over.

### ***This role is accountable for...***

- Implementing project management processes
- Online event support
- Content production support
- Sponsor support and sponsor content organization
- Inbox management

### ***Day to day, this is what that looks like...***

#### Implementing project management processes **(30%)**

- Organize large content projects, using Monday.com, so that content is produced on time and ready to be published. This involves keeping a regular eye on all department project boards, building out dates for all boards, and raising flags when projects are not on track
- Make sure all department boards align and sync with other departments
- Propose plans to increase overall efficiency of project management tools for the organization

#### Online event support **(25%)**

- Contact speakers to organize required documents
- Create transcripts from transcription software and manage media files for all event content, webinars, podcasts, etc.
- Prepare templates and documents for tracking event-related resources
- Evaluate current systems and propose plans to increase efficiency

#### Content production support **(20%)**

- Work closely with the Program Manager – Video and Audio to organize all content files, create transcripts, upload videos, and ensure best practices are in place
- Organize content contributions and requests from Davis Phinney Foundation Ambassadors and external contributors
- Provide support to Program Managers on project tasks related to blog posts, course creation, Every Victory Counts manuals, and more

### Sponsored content support **(10%)**

- Work with program managers and external sponsors to track and organize content development by the department
- Track and organize sponsor benefits and fulfillment needs
- Communicate with sponsors and team members and ensure on time delivery of intended benefits

### General Support **(15%)**

- Research physicians, allied health professionals, and other ideal targets for Parkinson's educational materials and track deliverables and communication
- Guide department actions by researching, developing, writing, and updating administrative policies, procedures, methods, and guidelines; communicating developments to management
- Manage inbox for general department email accounts

### General Responsibilities

- Support and build the Foundation's reputation as a leading resource for living well tools
- 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

Our ideal candidate will have the following:

### Qualifications

- 3 or more years of relevant experience managing projects, implementing organizational systems, and/or other related activity

### Skills

- Strong level of expertise or desired expertise in digital project management tools, approaches, and workflows
- Proficient in Excel, Word, PowerPoint and Office 365 application
- WordPress experience preferred
- Proven relationship management skills
- Positive, outgoing personality, and demonstrated ability to collaborate with others in a respectful and empowering way
- Strong analytical and project management skills
- Detail oriented and highly responsive
- Able to manage multiple requests, deadlines, and projects simultaneously
- High emotional intelligence and ability to listen, interpret, and respond to information from others

## Salary

This is an hourly position starting at \$19-\$22/hr commensurate with background and experience, plus paid vacation, sick time, retirement, and health insurance benefits.

## To Apply

Please submit your resume and cover letter to [jobs@davisphinneyfoundation.org](mailto:jobs@davisphinneyfoundation.org) with your full name and “Program Assistant – EDU” in the subject line. In your cover letter, please include answers to the following questions:

- What do you love most about managing projects?
- How did you become interested in managing projects, organizing systems, and what is your approach when you have a big project to organize?
- How do you hope to use what you learn in this role to build your career?

To read the formal job description, [download here](#).

**The Davis Phinney Foundation is an equal opportunity employer. We are committed to building an organization representing a variety of perspectives, skills, and most importantly people.**