

American Parkinson Disease Association

POSITION DESCRIPTION

Position Title: Director, California Programs and Services - Part Time (20 hours/week)

Location: Los Angeles, CA

Reports To: Vice President, Programs and Services

Brief Description

Serves as the key mission “expert” who develops, implements, and connects people with Parkinson disease and their caregivers to services, and ensures education and support to healthcare professionals and the general public. Develops a network of local leaders in the PD community to further APDA’s goals of providing outstanding patient services, public awareness and support of research.

The ideal candidate is familiar with the community’s geography and culture, has knowledge of Parkinson’s disease, the health-care, social service and fundraising environments; has relationship-building skills and communications strengths; and possesses ability to multi-task, deliver exceptional customer service, and utilize keen problem solving and judgment skills.

PRIMARY RESPONSIBILITIES

Programs and Services

- Accountable for day-to-day program delivery, including the provision of information and referral to individuals impacted by PD, facilitating the establishment and maintenance of support groups, and coordinating educational and awareness events and health and wellness activities.
- Responsible for execution and planning of at least 3 annual educational programs and an annual symposium.
- Maintains a working knowledge of APDA, Parkinson disease, treatment options and health care trends impacting our constituents
- Executes and evaluates a Community Needs Assessment to determine service needs and develop programs in response to those needs.
- Communicates regularly with all support groups, including annual visitations to support groups to share relevant APDA Parkinson’s information. Offers yearly facilitator training.
- Ensures referral lists are up to date and accessible.
- Facilitates the distribution of educational materials in the community.
- Ensures mission activities are on public, newspaper and community calendars.
- Prepares articles for newsletters and community calendars.
- Identifies program efficiencies and opportunities to better reach underserved communities through provider and community outreach and ongoing program improvements.
- Cultivates relationships with key medical professionals in the Parkinson field in the Southern California area.
- Promotes and manages the APDA transportation grant in collaboration with the Jewish Family Services.
- Cultivates relationships with key medical professionals in the Southern California area, especially with the Advanced Center of Excellence at UCLA and Movement Disorder specialists in the surrounding areas.

- Ensures the confidentiality and security of all information.

Awareness and Volunteer Engagement Public and Community

- Serves as the key liaison to the National office.
- Represents APDA by serving as spokesperson at meetings, conferences, the press/media to promote APDA.
- Serves as a community liaison at community events and meetings to promote APDA and raise participation.
- Recruits and train select volunteers and interns.
- Raises awareness of both programs and events through press releases, feature stories, email, website and social media.

Revenue Generation and Stewardship

- Research and solicit grants and sponsorship in support of educational programs, and cultivate partnerships with other philanthropic organizations, individuals and corporations.
- Integrate mission elements into all events and activities.
- Engage patients, caregivers, and health care providers to volunteer for campaigns, donor development and mission-related activities
- Cultivate and maintain excellent relationships with donors, funders, and stakeholders
- Compile and disseminate e-news, marketing and mailings.
- Assist with revenue generating activities (i.e. events, grants, Optimism Walk), as needed.

POSITION REQUIREMENTS:

EDUCATION:

- Bachelor's degree, Master's preferred in a health-related, health education or social service discipline.

EXPERIENCE:

- Minimum three years of work experience in a healthcare, health education, social service, or related field, designing and delivering community-based patient and caregiver programs and services, preferably in a non-profit setting.
- Bilingual in Spanish a plus, not required.

RELATED SKILLS AND KNOWLEDGE:

- Excellent communication and interpersonal skills and demonstrated ability to build relationships with all levels of volunteers and staff.
- Ability to develop a remote office and work virtually with Home Office supervision.
- Ability to acquire funding and underwriting for patient-centered programs and services.
- Demonstrated problem-solving and decision making skills.
- Ability to effectively organize time, work independently, handle confidential material, and work well under pressure.
- Ability to manage personnel and think strategically.

- Ability to work in cross-functional teams.
- Willingness and ability to travel as required to perform job.
- Flexibility to work evenings and/or weekends occasionally if required.
- Computer proficiency in database management, MS Office/Outlook, social media and marketing platforms.
- Proficiency and knowledge of social media platforms, (Facebook, Pinterest, Twitter, Instagram).

CORE COMPETENCIES:

- Results Driven
- Highly Organized
- Stakeholder Focused
- Strong Problem Solving Skills
- Takes Initiative
- Managing Performance
- Team Focused
- Builds Collaborative Relationships
- Trustworthy
- Flexible

TO APPLY, SEND COVER LETTER, RESUME, AND REFERENCES TO:

Heather Gray at hgray@apdaparkinson.org