



Position Title: National Information and Referral Coordinator

Location: Remote NYC metro, home-based with hybrid work arrangement following lifting of pandemic restrictions.

Reports to: Senior Vice President, National Programs and Partnerships

FSLA Class: Non-Exempt

Overview

The National Information and Referral (I&R) Coordinator provides administrative and systems support for the APDA field, and acts as the liaison for support groups and exercise programs across the organization. Assists in the development of health and wellness programs nationally. Provides referral and resource information to constituents who access the website or toll-free helpline.

PRIMARY RESPONSIBILITIES (other duties may be assigned)

Support Groups and Exercise Programs/Virtual Support Groups/Webinar Programs

- Identifies opportunities/need for the development of health and wellness programs and works with the field to implement programs.
- Initiates outreach efforts to Parkinson's disease-specific providers to collaborate and engage in program offerings.
- Acts as the contact and link between the various field support groups and APDA.
- Maintains inventory of existing programs nationwide.
- Assists with the implementation of webinar programs working with selected vendors.
- Assist with the PRESS and Connecting Through Art program administration and other national program implementations.

Publications and Information and Referral Line

- Coordinates the distribution of APDA publications nationally to interested clinical centers, Information and Referral Centers, and Chapters.
- Maintains inventory of publications.
- Reorders publications and researches and provides bids for new and reprinted publications.
- Refers calls to I&R Centers and Chapters.
- Responds to inquiries from callers to the toll-free helpline and APDA general email box.

- Provides referrals to patients for Movement Disorder Specialists, Support Groups, and other Parkinson's disease resources where there is not an APDA Information & Referral Center or Chapter.
- Keeps national resource list up-to-date with current entries.

Other Activities

- Administrative support for the Programs and Services department including check requests, meeting scheduling, email responses, grant applications, etc.
- Tracks incoming referral calls, logs into Access Database.
- Responds to the Smart Patients online Forum with links from our site.
- Processes *Ask the Doctor* inquiries
- Creates presentation to highlight Programs and Research.

POSITION REQUIREMENTS

- Bachelor's degree or equivalent experience.
- Knowledge of working with persons with chronic conditions.
- Experience in non-profit setting.
- Microsoft Office and Database Systems; virtual meeting platforms i.e., Zoom and Microsoft Teams.
- Knowledge of Social Media Platforms (Facebook, Twitter, Instagram).

To apply send cover letter, resume, and reference contact information to jobs@apdaparkinson.org