

Position Description  
*Community Survey Coordinator*

**Objective:**

To assist the Program Coordinator with efforts to improve and expand both the quality and quantity of PAC's educational and therapeutic programs through; (1) the design and implementation of a community survey, and (2) the development of a strategic plan to incorporate and implement community feedback into the design of existing and new programs.

**Responsibilities**

- Assisting with communication efforts to inform the community about the survey and request participation
- Assisting with the execution of the community survey
  - Distributing the survey at internal events and external community events
  - Gathering, organizing, and analyzing community feedback about programs and services
  - Incorporating community feedback into the strategic planning process of improving and expanding existing programs and the development of new programs

**Time Commitment:**

5-10 hours per week

**Application Process:**

To be considered for this position, please visit [www.parkinsonassociation.org](http://www.parkinsonassociation.org), and complete the Volunteer Application online. You will need to upload your resume through the application portal. Once your application has been received, a PAC team member will reach out to you via telephone or email to schedule a preliminary screening call. If it is decided that the position is a good fit for the candidate, then an in-person or virtual interview will be arranged.

For more information about this position and/or PAC's internship and volunteer program, please contact our Associate Director Lauren Tankersly via telephone at 980-245-2786 or via email at [LTankersly@parkinsonassociation.org](mailto:LTankersly@parkinsonassociation.org).