

Position Description
Virtual Programs Coordinator

Objective:

To increase community access and participation in PAC's educational and therapeutic programs by assisting the Program Coordinator in the development of virtual support groups and exercise programs.

Responsibilities

- Assisting with the execution of the community survey
 - Gathering, organizing, and analyzing community feedback about PAC programs and services
 - Incorporating community feedback into virtual program design
- Researching approaches to webinars, virtual support groups, and exercise programs
- Identifying appropriate content for programs
 - Researching educational webinar opportunities to share with the community
 - Exploring discussion topics for support group sessions
 - Exploring virtual exercise opportunities to share with community
 - Reaching out to community partners to request virtual education presentations, support group facilitators, and exercise demonstrations
- Assisting with communication efforts to inform the community about new virtual programs

Time Commitment:

5-10 hours per week

Application Process:

To be considered for this position, please visit 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.