

## JOB DESCRIPTION

**Job Title:** Program Coordinator

**Reports to:** COO

**Department:** Multiple

**Revision Date:** 7/2021

**FLSA Status:** Exempt

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This Job Description identifies the major responsibilities of this position. It does not include all aspects of this position such as potential additional duties assigned by supervisors and the requirements for flexibility in helping others for United Spinal Association's overall benefit. It may be subject to modification to reflect changes in requirements or functions of the position.

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### PURPOSE

Provide coordination for Tech Access Initiative, Peer Mentoring, Chapter Network and New Mobility programs; assist with special projects and special events; complete administrative duties as needed.

### QUALIFICATIONS

- Ability to prioritize, exercise sound judgment and discretion, meet deadlines, and work under pressure in a fast-paced environment essential.
- Excellent written and verbal communication skills, including the ability to communicate with diverse audiences and conduct presentations.
- High proficiency in MS Office Applications (MS Word, MS Excel, MS Outlook, MS PowerPoint, MS Teams).
- Must demonstrate cultural competency.
- Proficiency in a language other than English is a plus.
- Adequate knowledge of learning management systems and web delivery tools.
- Advanced organizational skills with the ability to handle multiple assignments.
- Demonstrated professional experience with and working knowledge of paralysis, including spinal cord injuries and disorders.
- Must be able to travel occasionally.

### EDUCATION

Bachelor's Degree or equivalent in experience.

### DUTIES & RESPONSIBILITIES

- Fifty percent of the position time will be assigned to support the Tech Access Initiative with tasks including:
  - Create, manage, and collaborate Tech Access communication plan with communications team
  - Onboard and regularly check in with Tech Access Council members to facilitate additional collaboration and information flow
  - Coordinate Technology Access Group (TAG) project development, recruitment, event or participation logistics, preparation, deliverable coordination. and compensation
  - Manage growth of Tech Access Stakeholder volunteer pool
  - Oversee development of resources, website, and other materials related to Tech Access Initiative

- Support National Chapter Network – coordinate annual documentation process including outreach, organization and follow-up
- Support Peer Mentor Program – assist with biannual newsletter, attend quarterly mentor coordinator calls, help track/assign national peer mentor requests, collect data from participating mentor sites, and ship materials to sites/mentors
- Support New Mobility magazine team – review articles and flag formatting issues, coordinate image permissions and organization, and provide customer service by replying to email inquiries
- Assist with special events (Roll on Capitol Hill, Chapter Leadership Meeting, etc.) – assemble social directory, order awards, inventory and order assistive equipment, production/collation of printed materials, produce nametags
- Provide communication support – drafting notices, monitoring feedback, coordinating messaging
- Coordinate material fulfilment for multiple programs
- Provide technical assistance as needed
- Coordinate travel arrangements as needed
- Assist multiple departments, CEO/COO with administrative projects
- Other duties as assigned

**Salary \$50,000**

**Resumes can be submitted to [jobs@unitedspinal.org](mailto:jobs@unitedspinal.org)**

**Deadline for submission is 8/3/2021**