

Title: Programs Assistant

Date: April 2019

Department: Programs

Reports To: Programs Coordinator

Can Do MS Mission

Can Do MS delivers health and wellness education programs to help families living with MS thrive.

Position Summary

The Programs Assistant is a part-time, 24-hour per week position responsible for providing logistical and administrative support to the Programs Department in the development, execution, and evaluation of online and in-person programs.

**All applicants must be able to work from the Can Do MS office located in Avon, CO.*

Duties/Responsibilities

- In-Person Programs:
 - With guidance of Programs Managers and Programs Coordinator, coordinate operations and logistics of in-person programs, e.g. registration process, catering and venue needs, etc.
 - Create and manage program registrations and applications for in-person programs and provide weekly status reports to the team.
 - Manage post-program survey process, including collecting, compiling, and entering all program surveys.
 - Coordinate all database reporting of in-person programs (including imports and exports) related to program participation.
 - Manage the packing and shipment of all supplies for programs.
- Online Programs:
 - Create and manage registrations for webinars, and provide weekly status reports to the team and partners.
 - With guidance of Online Programs Manager and Programs Coordinator, format and update webinar PowerPoints.
 - With guidance from Programs Coordinator, update website with new material for online programs.
 - Coordinate all database reporting of online programs (including imports and exports) related to program participation.
 - Manage post-program survey process, including collecting and compiling online program surveys.
- General
 - Provide phone support to people living with MS by assisting in phone registrations, answering program-related questions, and providing general support.
 - Promote the goals and strategies of Can Do MS by collaborating with staff members and contributing to department and committee meetings.
 - Perform miscellaneous job-related duties as assigned.

Qualifications

- Education/Experience
 - Bachelor's degree desired; associate's degree acceptable if accompanied by significant professional experience.
 - Previous non-profit experience or volunteer involvement.
- Knowledge, Skills, and Abilities
 - Ability to work both independently and as part of a team.
 - Excellent organizational skills and strong attention to detail.
 - Demonstrated experience in initiating and completing projects, with the ability to be flexible, handling multiple priorities in a fast-paced work environment.
 - Excellent verbal and written communication skills and experience answering questions and providing support on the phone and by email.
 - Proficient in the use of Microsoft Office products, Excel spreadsheets, and donor management systems.
 - Ability to work independently and as part of a team.
- Physical Demands
 - Must be able to lift 25 pounds or more (may be required for program packing and set ups)
 - Occasional travel required to assist in delivery of programs and events.

Work Environment

Exposure to a small and collaborative office environment with occasional travel.

Apply

Please email cover letter and resume to Krista Barnes, Programs Coordinator, at info@cando-ms.org. Reference your name and "Programs Assistant" in the subject line of the email.