

Title: Programs Associate

Date: May 2021

Department: Programs

Reports To: Associate Director of Programs

Salary Range: \$40,000-\$44,000

Can Do MS Mission

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

Position Summary

The Programs Associate is a full-time, year-round position responsible for providing logistic 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

- Programs:
 - Coordinate operations and logistics of online and in-person programs and resources.
 - In collaboration with Programs Managers and Coordinator, manage correspondence and communication with program participants.
 - Create and manage program registrations and applications for programs and provide weekly status reports to the team.
 - Coordinate all Blackbaud database reporting of programs related to program participation.
 - With guidance of Programs Manager and Programs Coordinator, format and update PowerPoints.
 - With guidance from Programs Coordinator, update website with new material for online programs.
 - Manage post-program survey process, including collecting and compiling online program surveys.
 - Maintain marketing timelines for assigned programs.
 - Manage the packing and shipment of all supplies for programs.
- 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 Programs/Marketing Meetings and other meetings as assigned.
 - 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.
 - Experience recording and editing audio and video is a plus, but not required.
 - 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. Option for occasional remote work.

Benefits

We offer a comprehensive benefits package including medical, dental, 403b retirement, holidays, vacation time, sick time, and a bonus plan.

Apply

Please email cover letter and resume to Krista Sipf, Senior Programs Manager, at ksipf@cando-ms.org. Reference your name and "Programs Associate" in the subject line of the email.

Can Do Multiple Sclerosis is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.