



Job Title

Education Coordinator (Financial)

Summary

Parkinson Wellness Recovery | **PWR!** is a non-profit organization whose mission is to develop and implement worldwide access to cutting-edge, Parkinson disease-specific, neuroplasticity-principled exercise programs that hold promise to slow disease progression, improve symptoms, restore function, and increase longevity and quality of life.

Parkinson Wellness Recovery's Education Department is responsible for developing and delivering Parkinson disease-related educational materials to audiences including people with Parkinson disease, care partners, support groups, health, fitness, and medical professionals, universities, and national health organizations. A core function of the **PWR!**'s Education Department is delivering professional continuing education workshops for physical, occupational, and exercise therapists across the US and world.

The Education Coordinator (Financial) provides general and financial administrative support to the Education Department by executing duties such as handling expense reports and reimbursement requests, exporting and manipulating customer registration information using Excel, compiling financial reports, tracking accounts payable and receivable information, maintaining up-to-date records, doing occasional research, and additional duties as assigned.

The Education Coordinator (Financial) reports to the Education Manager.

Summary of Responsibilities

- Export customer data and use templates to generate financial reports
- Maintain hard-copy and electronic recordkeeping systems by obtaining, recording, and updating customer information
- Monitor participant registration processes
- Confirm registrations, payments, and other financial information as needed
- Process employee expense reports and reimbursement requests
- Track departmental accounts payable and receivable
- Other administrative duties as assigned

Qualifications

- Bachelor's degree or equivalent experience in healthcare administration, management, business administration, education administration, or public health preferred
- Previous experience with the position's core responsibilities



Essential Skills and Abilities

- Exceptional attention to detail
- Excellent organizational and problem-solving skills
- Strong oral and written communication skills
- Demonstrated ability to work independently and collaboratively
- Proficiency in Microsoft Office programs, above average proficiency in Microsoft Excel
- Familiarity with electronic data processing and manipulation
- Adaptability, resourcefulness, integrity, self-discipline, takes initiative

Compensation and Benefits

This is a full-time, 40 hour per week, non-exempt position with salaried pay commensurate with experience. A typical schedule is Monday through Friday 9:00-5:00pm, with occasional afternoon and evening work as needed.

Benefits include:

- Paid Time Off
- Paid Sick Leave
- Subsidized medical plans
- Dental and vision coverage also available
- Continuing education assistance
- Simple IRA with 3% employer match

Work Environment

- The office environment is indoors, climate-controlled, well-lit and can be busy with periods of frequent interruption.

Physical Demands

- This is a largely sedentary role, but some physical activity is required (e.g., filing, stocking supplies, setting up for events, etc.).