



Job Title

Operations Coordinator

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.

The Operations Coordinator supports the daily and ongoing operations and logistics of **PWR!** by assisting with facilities management, human resources, events management, record-keeping, finance, marketing, and other administrative duties as assigned.

Summary of Responsibilities:

- Facilities management – coordinating janitorial service, gym and office equipment repair, building maintenance and repairs, pest control, alarm codes, phone/voicemail set up and messages, security alarm codes, special jobs (carpet, gym flooring, windows), supply organization, etc.
- Human resources duties including coordination of benefits, payroll, and recordkeeping
- Maintaining insurance requirements and assisting with other compliance-related requirements
- Maintaining the company calendar to ensure timely filing of requisite paperwork with federal, state, and local authorities, renewal of annual insurance policies (e.g. professional, liability, Director and Officer, etc.), tax exemption filings, Arizona Corporation Commission filings, etc.
- Basic finance duties such as bookkeeping, accounting, deposits, invoices, etc.
- Managing company and employee software accounts
- Annual review and update of employee and organizational forms
- Donor development and gift tracking
- Managing special events as needed
- Other duties as assigned

Qualifications

- Bachelor's degree or equivalent experience in healthcare administration, management, business administration, or public health preferred
- 3-5 years of experience in facilities management, personnel management, budgeting, marketing, customer service and/or scheduling preferred



Essential Skills and Abilities

- Outstanding organizational skills and attention to detail
- Excellent oral and written communication skills
- Proficiency in Microsoft Office programs, above average proficiency in Microsoft Excel
- Familiarity with electronic data processing and manipulation
- Professionalism, integrity, self-discipline, resourcefulness, 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.).