



(216) 342-4417 • beinmotion.org
23905 Mercantile Road, Beachwood, OH 44122

Position: Program Coordinator

Reports to: Chief Program Officer

Classification: 40 hours/week, full-time, salaried, non-exempt

Rate: \$48,000 - \$53,000

The Program Coordinator provides administrative support to InMotion's program team. The ideal candidate must be able to manage and complete multiple tasks in a fast-paced environment, be customer-centered, detail-oriented, and have strong attention to detail. Fluid management of projects assigned or proactively sought is critical. Must be able to anticipate needs, clear obstacles, and identify and take ownership of projects that need to be done.

Essential Job Functions

The Program Coordinator will be responsible for providing 1) clerical and administrative services to the program department, 2) data entry and basic reporting, and 3) client support and assistance. Specifically, this position will:

- Schedule and manage client assessments
- Manage information on contractors
- Enter assessment data and produce reports
- Coordinate coach onboarding
- Serve as a backup for new client orientations
- Run monthly program reports
- Serve as liaison to external research partners
- Serve as liaison for offsite programs
- Manage class registration software, including assisting clients with class registration and maintaining class schedule
- Prepare weekly information for coach announcements and assist with weekly newsletter
- Provide budget tracking for the program department
- Assist CEO with basic program data reporting and analysis
- Answer phone calls and respond to information requests when needed
- Special projects and other tasks as assigned.

Qualifications:

- Bachelor's degree
- Experience with MindBody software preferred
- Proficient in MS Office Word, Excel and Outlook
- Proven organizational skills and ability to manage multiple projects and priorities
- Effective communications skills and a professional attitude
- Excellent project management skills
- Passion, idealism, integrity, positive attitude, mission driven and self-directed
- Demonstrated sensitivity and compassion for people with chronic disease



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InMotion®

InMotion® uses a community-based group approach to help people with Parkinson's disease feel better every day. Located in Beachwood, Ohio, InMotion® provides evidence-based healing arts, physical wellness, education, support and symptom-specific programs that have been shown to slow disease progression and help people live well. InMotion® offers all programs at no cost to clients, and is a 501(c)(3) nonprofit organization that relies on donations from individuals, businesses, and foundations to fulfill its mission

InMotion® offers a competitive and comprehensive benefits package designed to support the health and well-being of our employees. Our benefits include:

- Medical, dental, and vision insurance
- Generous paid time off including vacation, personal, and sick leave, as well as paid holidays
- Retirement savings plan with employer matching
- Employee assistance programs, offering resources to support mental and physical health
- Life and disability insurance options

Submit a letter of interest and resume to: kkreft@beinmotion.org. No phone calls.