

Manager of Programming and Outreach

Parkinson's Community Los Angeles

Posted April 3, 2023

The Manager of Community Programming works with PCLA's (Parkinson's Community Los Angeles) Board of Directors to define and implement all aspects of the organization's public programs, including, but not limited to support groups, educational and social events. The Manager also assists with fundraising, securing corporate sponsorships, program development, website maintenance, social media, and marketing communications. In the capacity of Outreach, manager will maintain a current resource list, represent the organization in the community and reply to community resource and support inquiries submitted via email, phone, or in-person during PCLA events. The Manager of Community Programming reports to the PCLA Board of Directors and works with the board to oversee an external digital marketing firm.

- Candidate will work remotely, but must be located in Los Angeles County
- A computer, printer, cell phone, and other auxiliary office supplies will be provided
- Three years' work experience required
- Proficiency in Word, Excel, Google docs and Canva
- Knowledge of peer-to-peer fundraising platforms, ie: Flipcause, Rallybound, etc.
- Candidate must be well organized, disciplined, a team leader and independent problem solver
- Candidate will represent the organization at community events
- This is a part-time position, Monday through Friday, with occasional weekend and evening in-person events. There is potential for the position to become full time.
- Position includes holiday pay, sick pay and PTO
- To apply, email jobs@pcla.org with cover letter and résumé