



Program Coordinator Part-Time/Non-Exempt

Myasthenia Gravis Association seeks a part-time Program Coordinator to join their team in St. Louis.

This position functions as the entry point for individuals seeking out services and support from the MGA in the St. Louis and surrounding areas. This position connects new patients to resources and provides education and development to volunteer support group coordinators in St. Louis and the surrounding area. The MGA is a small but mighty and this position requires flexibility and the willingness to wear many hats.

Principle Responsibilities:

- Connect with those newly diagnosed with myasthenia gravis.
- Provide resource, referral, education support to patients as requested.
- Connect with patients seen at the neuromuscular clinic at the St. Louis University.
- Assist to maintain an electronic library of resources for those impacted by myasthenia gravis.
- Facilitate support group for those impacted by myasthenia gravis in the Kansas City metro.
- Provide development and educational assistance to volunteer support group coordinators.
- Maintain social media accounts for the MGA.
- Maintain yearly statistical data for the MGA.
- Maintain patient database and tracking.
- Assist with the writing, development and content of the quarterly newsletter for the MGA.
- Assist with the development of education events for patients.
- Assist with content and provide ideas for marketing, social media and engagement.
- Assist with fundraising events for the MGA as needed.
- Perform other duties as assigned.

Other Aspects of the position:

- Perform all job responsibilities while demonstrating competency and knowledge of myasthenia gravis and a commitment to the overall mission of MGA.
- Perform functions of job according to agency policies and procedures.
- Attend scheduled staff meetings.
- Participate in all required trainings and optional trainings as determined.

Qualifications

- Ability to be a self-starter and function independently with minimal direct supervision
- Ability to show support and compassion to patients and their families while maintaining patient confidentiality
- Ability to be flexible and assist when needed

- Ability to be responsive and timely to correspondence and administrative paperwork
- Experience and comfort with public speaking and training others
- Computer literacy, including proficiency in the use of Microsoft Office programs, Salesforce and Google applications
- Proven organizational and analytical skills
- Willingness to gain knowledge and understanding of myasthenia gravis and the disease process
- Ability to work collaboratively and cooperatively with others, both internally and externally
- Ability to maintain positive working relationships with community partners
- Excellent customer service skills
- Excellent communication and diplomacy skills, including verbal and written communications
- Transportation to and from clinic and support groups
- Be able to lift 25lbs
- Must be fully vaccinated and boosted for COVID-19 due to work in clinics at area hospitals

Required Education:

- Associates' degree in a related field or commensurate work experience

Work Hours & Benefits:

This is a part-time position/non-exempt; 15-20 hours per week. Some Saturdays and evenings are required for support groups and education events. Occasional travel within the St. Louis region.

Starting hourly rate of \$16-18/hour

For more information about Myasthenia Gravis Association visit www.mgakc.org

To Apply: Send *resume, cover letter* and *rate requirements* to:

Allison Foss
allisonfoss@mgakc.org

Myasthenia Gravis Association is an equal opportunity employer who values and embraces diversity.