



PROGRAM COORDINATOR

Open until filled.

Full-time. Monday through Friday.

TO APPLY: EMAIL COVER LETTER AND RESUME TO JOBS@EABB.ORG

▪ **About The Epilepsy Agency of the Big Bend**

EABB was established in 1989 as a charitable 501(c)3 organization to support epilepsy patients and their loved ones. EABB navigates tailored, case-managed solutions to care through the provision and payment of diagnostic, treatment and pharmaceutical services; community education; and advocacy for social equity and improved quality of life for all who are touched by this debilitating central nervous system (CNS) disorder. Visit <http://www.eabb.org> for more information.

▪ **Position Overview**

The EABB Program Coordinator is a high-energy full-time position that provides coordination and support for all operations, including client services. The position is fast paced, as the incumbent will be tasked with a variety of time sensitive duties. Reports to Executive Director. Note: Please submit a cover letter with your resume.

▪ **Job Qualifications**

Bachelors' Degree and one to three years of experience in a similar role are preferred, however equivalent experience and/or internships will be considered. We welcome candidates with public health or social work experience or education. Skills in these platforms are a plus: Microsoft Office; QuickBooks, Adobe Acrobat and WordPress. Looking for a detail-oriented, effective communicator, with analytical skills, emotional intelligence, the ability to make prudent decisions, and a sense of humor.

▪ **Essential Duties and Responsibilities**

- ✓ Provide general support to the Executive and Program Directors
- ✓ Represent the organization to the public
- ✓ Answer and direct phone calls and office visits
- ✓ Schedule various meetings and client appointments
- ✓ Provide support for financial and program reports
- ✓ Process and direct mail, invoices and incoming packages or deliveries
- ✓ Manage physical and digital files and inventory
- ✓ Assist in various daily case management operations, including client engagement and data entry
- ✓ Support all fundraising and community outreach/education activities
- ✓ Process donations and donor acknowledgement letters and other correspondence
- ✓ Maintain files for corporate, foundation, and individual donors
- ✓ Provide administrative support for Board and Committee meetings

Pay: \$12.00 - \$15.00 per hour

Benefits: Dental insurance, Flexible schedule, Health insurance, Paid time off, Vision insurance

Our office practices all recommended social distancing and masking precautions related to COVID-19 and other variants. The successful candidate will be required to be vaccinated.

September, 2021