



PeerConnect Program Coordinator

BACKBONES PeerConnect are monthly meetups for people in the spinal cord injury and disease (SCI/D) community looking to connect with their peers! Whether you have many years post-injury, or if you are new to the community, PeerConnect is a great way to meet others, share your story, and learn from other people with similar experiences to you. These events will be hosted virtually or in-person and are a chance for open conversation and opportunity to discuss a variety of topics from transportation, work and social life to insurance, adaptive sports, and traveling. Ultimately, our aim is to relieve feelings of isolation among individuals with spinal cord injuries or disease and together motivate each other to pursue our personal and professional goals.

BACKBONES is a non-profit organization that exists to help people with spinal cord injury or disease (SCI/D) and their families nationwide connect with their communities. We do that by creating events and experiences that promote awareness and engage people of all abilities. Some past events and activities have included 5K Run, Walk n Roll, ReelAbilities Film Festival, wine tastings, networking nights, art shows, adaptive yoga workshops, inclusive dance workshops, sports outings, fashion shows, scavenger hunts and many virtual programs.

For more information visit: <https://backbonesonline.com/>

Job brief

We are looking for a part-time Program Coordinator to undertake a variety of administrative and program management tasks. You will help in planning and organizing events and activities (virtual and in-person) as well as carry out important operational duties.

To be an excellent program coordinator, you must be self-directed (as the position is remote), organized and detail-oriented, comfortable working with diverse teams and independently.

Responsibilities

- Plan and organize monthly virtual or in-person events or activities
- Help build positive relations with guest speakers and partner organizations.
- Schedule, organize, and moderate monthly events and maintain agenda
- Ensure technology is used correctly for all operations (video conferencing, presentations etc.)
- Arrange for accessibility requests to enable the participation of people with disabilities at all events (wheelchair access, ASL interpreters, live captions, etc.)
- Prepare materials and activities for program participants
- Act as a program and organization ambassador to support growth and program development
- Collect and track event data to be used for evaluation and grant requests

Requirements

- Proven experience as program coordinator or relevant position
- Knowledge of current needs and interests in the disability community

- Tech savvy, we will be using the following programs so proficiency is a plus but not required in MS Office (Word, Excel, Power Point, Outlook), Google Drive, Zoom Video Conferencing, Survey Monkey, Mailchimp, etc.
- Ability to work with diversity and multi-disciplinary teams
- Understanding of Disability Justice pillars
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient

Duration of position: One year contract

Compensation: \$12,000

(We understand that fund disbursement or income can affect disability-related supports and are willing to be flexible in payment schedules and structure)

To Apply: Send cover letter and resume to info@backbonesonline.com. Please include in your subject line *"PeerConnect Coordinator Position"*