



Duet | Program Coordinator, Meaning & Hope Institute

Position Description

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| Last Updated: | January 23, 2023 |
| Title: | Program Coordinator, Meaning & Hope Institute |
| Supervisor: | Program Manager, Meaning & Hope Institute |
| Position Description & Scope of Work: | <p>This full-time, 40-hour per week position, will support the Meaning & Hope Institute, a program of Duet: Partners In Health & Aging. The Institute is dedicated to connecting dementia family caregivers to vitally needed services, including <i>Finding Meaning and Hope (FM&H)</i>, a facilitator guided discussion series designed to teach self-care concepts that bolster individual well-being.</p> <p>The program coordinator position will have a primary focus of onboarding and supporting FM&H facilitators through the development of new and existing partnerships with community-based organizations and public agencies. Individuals who enjoy relationship building and project coordination, and want to be part of a compassionate approach to supporting vulnerable and underserved populations, will excel in this role as part of the Duet team.</p> <p>As with all Duet staff, this position strives at every opportunity to promote organizational goals and values.</p> |
| Salary Range: | <p>\$48,000/year (non-exempt/hourly) (This position is funded for one year with a goal to make it permanent.)</p> |
| Key Skills Requirements and Responsibilities: | <ol style="list-style-type: none"> 1. Develop and expand partnerships with nonprofit and governmental agencies that will implement the <i>Finding Meaning and Hope</i> series. 2. Onboard trained facilitators, schedule program series, and assist with promotion, including updating flyers, emails, and website. 3. Assist with coordinating the facilitator certification process. 4. Maintain positive relationships with program partners and facilitators. 5. Support facilitators and caregivers utilizing an interactive virtual community. 6. Prepare print and digital materials for distribution and revise as necessary. 7. Enter and track data in Microsoft Access database and other systems. 8. Promote a culture of philanthropy at Duet. 9. Carry out additional duties/initiatives as assigned. |
| Highest Priority Personal Attributes | <ul style="list-style-type: none"> ▪ Ability to manage time well and handle multiple projects concurrently. ▪ Reliable and self-directed; demonstrates initiative and resourcefulness. ▪ Organized, with the utmost attention to detail. ▪ Compassionate and self-aware. ▪ Flexible and patient. ▪ Represents Duet positively internally and externally at all times. ▪ Commitment to Duet’s mission and sensitivity to diverse backgrounds. |

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| Qualifications: | <ul style="list-style-type: none"> ▪ Excellent written and verbal communication skills. ▪ Experience with and extremely comfortable utilizing computers and related technology; expert skills in Microsoft Office (Word, Excel, Outlook, etc.) ▪ Post-secondary education preferred. ▪ Able to lift 30 pounds. ▪ Ability to drive occasionally for work-related functions with mileage reimbursement provided. |
| Benefits: | <ul style="list-style-type: none"> • Flexible work environment • Health and life insurance • Retirement plan contributions • Vacation, sick, personal, and holiday time off • Mileage reimbursement |
| About Duet: | <p>Duet’s mission is to promote health and well-being through vitally needed services to homebound adults, family caregivers, and grandfamilies. Our vision is a community where every person ages with compassion, dignity, and hope. Duet is passionate about building and sustaining an inclusive and equitable working and learning environment for all staff, board members, volunteers, and service recipients. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions.</p> |
| Work Location: | <p>10000 N 31st Ave, Suite D200 Phoenix, AZ 85051</p> |
| To Apply: | <p>Email resume with cover letter to: Justin McBride Program Manager, Meaning & Hope Institute Duet: Partners In Health & Aging mcbride@duetaz.org</p> |