



Job Title: Programs Associate

Date: Spring 2025

Department: Programs

Reports To: Associate Director of Programs

Work Location: Remote | Colorado

Salary Range: \$42,000-\$45,000

CAN DO MS MISSION

Can Do MS delivers health and wellness education programs to help families living with MS thrive.

POSITION SUMMARY

The Programs Associate is a full-time, year-round position responsible for providing logistic and administrative support to the Programs Department in the development, execution, and evaluation of online and in-person programs.

**The Can Do MS office is located in Avon, CO. This position has the option to be remote in Colorado or in-person in Avon, CO.*

DUTIES AND RESPONSIBILITIES

Programs:

- Oversee the coordination of operations and logistics for both online and in-person programs and resources.
- Collaborate with Program Managers to manage all communications and correspondence with program participants, ensuring timely and accurate information.
- Administer program registrations, track participant progress, and provide detailed weekly status reports to the team.
- Coordinate data entry and reporting for program participation through Blackbaud database and HubSpot platforms.
- Assist Program Managers in formatting, reviewing, and updating PowerPoint presentations and other program collateral to ensure consistency and quality.
- Support the Program Managers by updating program materials on the website and maintaining assigned website sections.
- Manage the post-program survey process, including the collection, organization, and analysis of participant feedback.
- Oversee and update program fulfillment tasks as assigned, ensuring timely completion of all program-related deliverables.
- Maintain and monitor marketing timelines to ensure timely execution of assigned program initiatives.
- Manage the packaging, shipment, and distribution of supplies for programs, ensuring accuracy and efficiency.

General:

- Provide phone support to people living with MS by assisting in phone registrations, answering program-related questions, and providing general support.
- Promote the goals and strategies of Can Do MS by collaborating with staff members and contributing to department and Programs/Marketing Meetings and other meetings as assigned.
- Perform miscellaneous job-related duties as assigned.

QUALIFICATIONS

- Education/Experience
 - Bachelor's degree desired; associate's degree if accompanied by the right combination of professional experience.
 - Previous non-profit experience or volunteer involvement.
- Knowledge, Skills, and Abilities
 - Strong ability to work both independently and collaboratively as part of a team.
 - Exceptional organizational skills with a keen eye for detail and accuracy.
 - Proven ability to initiate and successfully complete projects, demonstrating flexibility and the capability to manage multiple priorities in a fast-paced environment.
 - Excellent verbal and written communication skills, with experience providing support and responding to inquiries via phone and email.
 - Proficient in Microsoft Office Suite, particularly Excel, and experienced with donor management systems.
 - Experience in recording and editing audio and video is a plus, though not required.
- Physical Demands
 - Must be able to lift 25 pounds or more (may be required for program packing and set ups)
 - Occasional travel required to assist in delivery of programs and events.

WORK ENVIRONMENT

- Remote work environment with distributed team. Only candidates in Colorado will be considered for this role.

The ideal candidate will not only possess the necessary qualifications for this role but also align with our core values:

- **Impactful:** We are passionate about helping individuals and families with MS thrive.
- **Inclusive:** We foster an inclusive culture where each team member is valued.
- **Dynamic:** We are adaptable and flexible and can pivot quickly when priorities shift.
- **Authentic:** We are genuine and transparent in all that we do.

BENEFITS

In addition to the opportunity to work with a dedicated and fun team and have a meaningful impact on the lives of people living with MS, we offer a competitive compensation package, including but not limited to:

- Salary range: \$42,000–45,000 per year
- Comprehensive health and dental insurance
- 403b with employer match
- Bonus plan
- Generous and flexible PTO policy
- 12 paid holidays
- Sick time

APPLY

We are excited to hear from you! To apply, please submit your resume and cover letter addressing the qualifications outlined in the job description to pkennon@CanDo-MS.org.



Can Do Multiple Sclerosis is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.