

JOB DESCRIPTION: Path to Wellness Program Coordinator

DATE: Revised 8/17/23

REPORTS TO: Director of Patient Programs

TYPE: Full Time

JOB TITLE: Path to Wellness Program Coordinator

JOB DESCRIPTION: The Path to Wellness Program Coordinator is responsible for the logistical and executional support of the Path to Wellness screening program, a free community health screening program provided to at-risk populations throughout Arizona. This position reports to the Director of Patient Programs for the National Kidney Foundation of Arizona.

NKF AZ is currently working hybrid. In-office and on-site work requirements for this position will vary depending on the screening schedule and location.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- With guidance from the Director of Patient Programs, assists in the planning, organizing, and execution of the Path to Wellness community screening events.
- Creates, maintains, and manages strict event deadlines.
- Organizes and monitors event registration for both event participants and volunteers.
- Assists with event promotion efforts.
- Defines non-clinical supply needs for each event and works with Path to Wellness Clinical Coordinator to define supply needs for blood pressure, blood draw, and urinalysis stations; submits orders for supplies.
- Assists with volunteer recruitment (clinical and non-clinical) and assignment. Coordinates all volunteer training sessions and required associated documentation and recordkeeping.
- Plans layout of the event at the venue, and coordinates the setup and tear-down of event.
- For events outside the Phoenix/Maricopa county area, coordinates lodging for staff and volunteers.
- Maintains participant, volunteer, and community partners records in NKF AZ's customized systems.
- Organizes event paperwork
- Effectively communicates with event participants, sponsors, and community partners.
- Assists with identifying prospective host sites and community partners for screening events.
- With guidance from Director of Patient Programs, assists in revising event training materials and workflows.

EDUCATION AND EXPERIENCE:

- Associates degree or higher required.
- At least 3 years of prior experience in a similar role strongly preferred.
- Nonprofit experience is a plus.

KNOWLEDGE AND SKILLS:

- Strong overall internet and computer skills; proficiency with Microsoft Word, PowerPoint, Excel, etc.
- Bilingual Spanish strongly preferred.
- Experience in Raiser's Edge or similar CRM software is a plus
- Experience training others in a professional setting and maintaining training records
- Strong communication skills, both verbal and written
- Highly organized and detail-oriented
- Ability to recognize problems and help identify solutions before they become significant issues
- Ability to exercise complete confidentiality of information and work within company policy/procedures
- Personal qualities of integrity, credibility, and a commitment to and passion for the mission of National Kidney Foundation of Arizona

APPLICATION PROCESS:

Qualified applicants should email a resume to: HR@azkidney.org with the subject header: Path to Wellness Coordinator Position. Cover letters are encouraged. No phone calls, please.

NKF AZ is committed to equal employment opportunity and non-discrimination for all employees and qualified applicants without regard to a person's race, color, gender, age, religion, national origin, ancestry, disability, veteran status, genetic information, sexual orientation, or any characteristic protected under applicable law.

About the NKF AZ | The National Kidney Foundation of Arizona is a statewide non-profit foundation dedicated to providing education about Chronic Kidney Disease (CKD) and helping kidney disease sufferers overcome the medical, financial and logistical challenges of CKD. This year, the Foundation commemorates its 60th anniversary of providing dynamic programs, direct patient support, kidney health initiatives and organ donation awareness. For more information, visit www.azkidney.org.