



Carolina Resource Center for Eating Disorders Program Coordinator

Carolina Resource Center for Eating Disorders (CRC for ED) is the only nonprofit in North Carolina providing education, resources, and support to individuals, families, and professionals concerned with disordered eating and recovery from eating disorders.

The Asheville-based organization is seeking an individual with a passion for and commitment to our mission, who will thrive in our small, fast-paced nonprofit setting. This individual will have a systematic and methodical approach, impeccable self-sufficiency, great attention to detail, strong organization skills, and excellent communication skills.

The Program Coordinator (PC) undertakes a variety of administrative and program management responsibilities helping to plan, organize, and carry out important operational tasks. The PC reports to the Executive Director (ED).

This full-time position is primarily virtual (requiring a private, designated home-office space plus stable Wifi and cell/data service). There are some in-person commitments which require living within a 30 minute commute to the Asheville, NC area and the potential for additional travel.

Administrative and program management duties include but are not limited to:

- Update and maintain calendar listings, media contact list, venue spreadsheet, and other working docs
- Post CRC for ED events on calendar listings
- Enter emails into the newsletter program, keep it updated, and perform merges
- Manage Zoom conference reservations
- Assist ED with Helpline calls, providing clients resource & referral services and documenting communications
- Maintain our filing system & resources including the free lending library
- Coordinate with the community to obtain resources from the Nutritious Thoughts offices or the ED's home office
- Support ED with internal and external communication including staff, organizational leadership, volunteers, and the community
- Resource development coordination to include sponsorship, small funding applications, grants, and in-kind donations
- Work collaboratively with the ED in the development, implementation, and follow-up of CRC for ED awareness, and fundraising campaigns
- Prepare materials for outreach and events

- Support committees, BOD (board of directors), and ED with programming and events as requested
- Prepare reports for BOD meetings
- Support ED with education/outreach programming through the development and coordination of educational opportunities
- Support ED with the CRC for ED Clinical Assessment Program as requested
- Volunteer management, interviewing candidates and coordinating them with the appropriate volunteer opportunities
- Management of CRC for ED's CRM program
- Management of our virtual Adult Support Group and other support group initiatives
- Manage CRC for ED's social media platforms developing, scheduling, and posting content in collaboration with the ED

PC Skills and Attributes:

- Resourceful and responsive
- Excellent written *and* verbal communication skills
- Ability to initiate and complete tasks independently and efficiently
- Ability to follow through with assigned tasks, ask for clarity when needed, and communicate clearly regarding obstacles to task completion
- Excellent organizational and follow-up skills
- Ability to multitask and continually prioritize according to deadlines, importance, and relevance
- Keen eye for detail in all tasks for completion
- Computer savvy with an ability to self-train and quickly learn new programs
- Strong inclination for customer service and professionalism
- Collaborative with leadership skills
- Problem solving ability and good reasoning
- Ability to handle sensitive information and honor our confidentiality policies
- Ability to work with various personalities and preferences and to provide and accept appropriate constructive feedback
- Must be flexible and adaptable
- Open to learning and aligning with the CRC for ED mission, values, guiding principles, and messaging
- Willing to follow and implement organizational policies and systems
- Ability to work with Google Suite, Zoom, Mailchimp, Canva, Little Green Light, and social media platforms (IGTV, Instagram, Facebook, Twitter, and LinkedIn)
- Understanding of disordered eating and eating disorders and the ability to provide CRC for ED's services with empathy

Education and Qualifications:

- Bachelor's degree or the equivalent in experience and skill
- Two or more years of administrative and management experience; preferably in a nonprofit organization (may include working as an intern while completing college/university)

Rates/Commitment:

- PC annual salary \$36,000 plus health insurance stipend and cell phone allowance *after 90 days*
 - 9 paid holiday and 5 PTO (personal/sick) days per year
 - 10 paid vacation days *after one year*
 - 40 hours/week, generally flexible scheduling with some set some hours and the ability to support in-person events
 - Primarily virtual. In-person commitments require this individual resides within a 30 minute commute to Asheville
 - Potential for future growth in this position both in responsibility and compensation
-