Brain Injury Association of Missouri
Program Associate Job Description

Position Overview
The Brain Injury Association of Missouri (BIA-MO) is a statewide non-profit organization that provides support, education, recreation and legislative advocacy to serve survivors of brain injury, family members, friends, professionals who provide care, and the community. Our Mission is to reduce the incidence of brain injury; to promote acceptance, independence and productivity of persons with brain injury; and to support their families, caregivers and the community.

The BIA-MO Program Associate will provide Information & Referral and Resource Follow-up services for survivors of brain injury, family members, and professionals who are seeking information about brain injury related community resources. The BIA-MO Program Associate will assist the Executive Director through computer and clerical support, follow-up contacts, and detail management to implement programs and services for survivors of brain injury, their family and friends, professionals who provide care, and the community. Assistance to the other staff will be assigned by the Executive Director, as needed.

The intention of this in-office, professional support position is to extend the effectiveness and efficiency of the Brain Injury Association of Missouri. Below are examples of current programs of BIA-MO to create a better future for survivors of brain injury and their families. Additional services may be added as opportunities arise, if they align with the BIA-MO strategic direction.

BIA-MO Programs and Services

Support
Support Groups throughout Missouri
Information & Referral Services
Resource Facilitation Follow-up
Missouri AgrAbility Project
Beginning Farmer Rancher Project

Education
Survivor and Family Regional Seminars
Annual Professional Development Conference
Sports Concussions: Facts, Fallacies and New Frontiers Regional Seminars
Concussion Overview for Parents
Speakers Bureau for professional, community, civic, youth, agriculture, recreation and educational groups for presentations as well as health and safety fair participation
Professional Networking and Marketing gatherings and meetings

Recreation
Donald Danforth Jr. Wilderness Camp for survivors of brain injury, ages 18 and older
Monthly recreational events - picnics, movie nights, holiday parties, ice cream socials, etc.

Advocacy
Prevention of brain injury (examples: concussion law, all-rider motorcycle helmet law)
Access to services (funding for Missouri departments serving individuals with brain injury, Medicaid Waiver, and other funding or resources to provide opportunities for survivors of brain injury to live, work and be active within the community.)
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Position Responsibilities

Direct Service
Provide Information & Referral Services for survivors of brain injury, family member, friends, professionals, and the community, including resource follow-up phone calls and emails.

Identify, research and qualify community resources as they relate to serving survivors of brain injury.

Follow-up to inquiries and outreach related to education and recreational programs, including registration, eligibility, program content and evaluation.

Provide support assistance for survivors of brain injury at Beginning Farmer Rancher Program and Missouri AgrAbility Project educational programs, as needed within the St. Louis metropolitan area.

Assist with Speakers Bureau implementation through tracking and recruiting volunteers as well as communicating details of confirmed presentations and fairs with BIA-MO staff, volunteers and coordinating organization.

Work the BIA-MO exhibit booth for health, safety or education fairs when a BIA-MO Volunteer is not available.

Clerical Support
Monitor and initiate action needed to ensure exceptional educational and recreational programs, based on existing procedures and new opportunities.

Coordinate and distribute registration paperwork for educational and recreational programs.

Manage paperwork for facility use for support groups, recreational, education and advocacy programs.

Assist with outreach and recognition details for potential and confirmed sponsors, exhibitors and speakers for educational, advocacy and other programs.

Assist with the coordination of committee meetings and follow-up action steps for various educational programs.

Collect data and surveys to develop summary and detailed reports for evaluation of various services and grant compliance.

Material Development
Produce outreach material in print and electronic versions for programs such as BIA-MO Camp, educational programs, social activities, support groups and advocacy efforts.

Assist with outreach messages to target audiences for educational, support and recreational programs, including drafting postings for the BIA-MO website and social media.

Develop support group and social-recreational outreach and reminder notices for various groups and events throughout Missouri. Coordinate distribution with Office Administrator.

Share BIA-MO advocacy, outreach and recognition messages in cooperation with program initiatives.

Submit requests for in-kind donations, such as tickets for social-recreational programs for survivors of brain injury and Conference Raffle in cooperation with Executive Director and other staff, as assigned.

Miscellaneous
Duties as assigned by Executive Director.
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Qualifications
Bachelor Degree (Marketing, Social Work, Psychology, Communications, Public Policy or similar major) or equivalent work experience.

Minimum of one-year work experience, office environment or direct-care preferred.

Computer experience needed: Microsoft Word, including formatting, mail merging, inserting files and pictures, and working with textboxes. Excel, Publisher and PowerPoint and experience also helpful.

Personal qualities: highly organized, detail oriented, self-starter, good problem-solver, good written and verbal communication skills, excellent proofreader, able to multi-task, team player, can work independently, and reliable.

Ability to lift up to 40lbs.

The Program Associate will work in the St. Louis office of the Brain Injury Association of Missouri.

Salary and Benefits
$25,000 - $30,000 annual salary.

Two weeks paid time off, after one year.

37 ½ hour work week (M – F 9:00 am – 5:00 pm, except for special events or projects.)

Note: Health benefit premium allowance of up to $100 per month paid directly to insurance provider or payee.

How to Apply
Email resume and cover letter to the Brain Injury Association of Missouri at staff@biamo.org. Please include "Program Associate" in the subject line. No phone calls please.