



Title: Senior Associate of Resources

Supervisor: Director of Education

Mission: NEDA supports individuals and families affected by eating disorders, and serves as a catalyst for prevention, cures and access to quality care.

Vision: NEDA envisions a world without eating disorders.

Position Summary/Objective:

NEDA is seeking an organized, motivated, and detail-oriented individual to support the Mission department in building out a more robust, updated, and easy-to-use computer database of treatment options available to the public. This role requires strong communication skills and judgment, a self-starting attitude, and collaboration. Our goal is to optimize the treatment resource map so that it has a strong user experience for information seekers and for our listing partners. In addition to providing content that will serve all communities of help seekers, the Senior Associate will also help create and edit resources for the website and related programs.

Primary Responsibilities:

- Ensure that treatment provider listings are current and accurate. Developing strong, collegial, and professional relationships with providers will be key to having high-quality information.
- Recruit new treatment providers from all levels of care
 - Manage the pipeline of individual applications for providers and follow up with applicants to ensure completion and submission
 - Prioritize expansion of resources in underserved areas such as (but not limited to) rural communities, Medicaid covered, BIPOC providers, LGBTQ+ providers, co-occurring specialists
- Work with the Director of Education and VP of Communications to develop an updated resource listing tool & map that is easy to navigate, allows people to search for individualized needs, and collects anonymized data on this experience
- Create and edit resources for the website and related programs
- Analyze feedback and evaluate metrics about users' journeys on a regular basis to measure progress

Additional Responsibilities:

- Advise on how listed providers could be integrated into additional educational initiatives such as local speaking opportunities, sponsorship relationships, advising opportunities, etc.
- Support additional Mission & Program-related initiatives as needed

**Required Qualifications:**

- Prior education or related work preferred
- Five years work of experience, with demonstrating a strong understanding of the needs of the treatment-seeking eating disorders population
- Knowledge of artificial intelligence preferred
- Creative and critical thinking about user experiences
- High attention to detail with sensitivity for the mental health space
- Passionate about building relationships and working as a team
- This position is remote, but may require travel for in-person team meetings, organizational events, and additional opportunities 5-10 times per year.

Compensation and Benefits:

Annual compensation ranges between \$61,800-\$63,700. NEDA's retirement plan has a 3% match which starts at 6 months of employment.

NEDA's Vacation and Sick Leave policy allows for 15 paid vacation days (accrued at 1.25 days/month,) 6 sick days and 2 personal days. NEDA observes the following Holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Labor Day, Indigenous People's Day, Thanksgiving, Day after Thanksgiving and Christmas Day, as well as 1 floating holiday.

Hiring Process:

Please send a resume and short statement on why this role is well aligned with your abilities and goals to jobs@nationaleatingdisorders.org by May 26, 2023. NEDA will conduct preliminary interviews with highly qualified candidates. A select number will be requested to complete a brief questionnaire. The final stage will be an interview with two staff. Interviews will be conducted on a rolling basis as the anticipated start date is June 2nd.