



## Outreach Department

### Grant Funded Program Coordinator (Temporary) Part-Time

**Position Title:** Outreach Program Coordinator

**Position Overview:** The Outreach Program Coordinator is a temporary part-time member of the Outreach Department and is primarily responsible for developing a Histiocytosis Association Ambassador Program in addition to supporting the other members of the department with various projects related to outreach and events. This position would report to the Executive Director, however, shall work collaboratively with the Director of Community Relations and Fundraising and other staff. This position is a part-time remote opportunity, with potential for in-person meetings with the Histiocytosis Association team or members of the histio community.

#### Main Responsibilities:

- Develop a high-performing Ambassador program that connects eager volunteers within the Histiocytosis Association to histio patient, caregiver, and family members, establishes additional emotional support programs, and encourages events and awareness across the community.
- Develop plans to recruit, train, and utilize volunteer Ambassadors.
- Attend relevant community meetings; participate in relevant committees as needed.
- Assist in the organization of special events and fundraisers, including but not limited to the development of email and physical marketing materials, social media collateral, and active participation day-of.
- Nurture new and old relationships with collaborative partners.
- Host focus groups to learn the needs of the patient-family community and identify gaps for future programs or content.
- Work with Director of Community Relations as an Ambassador for the Histiocytosis Association to engage with patients and families, offering support
- Interact with patients/families in a friendly, compassionate, and professional manner
- Alert Association staff of any significant issues encountered while performing volunteer duties
- Adhere to the Association's policies for volunteers, privacy, and confidentiality, and reporting time
- Other related duties as necessary

#### Qualifications, Skills, Education, Experience:

- Bachelor's Degree preferred
- Preferred experience of 2+ years within nonprofit fundraising, outreach, marketing, or related fields.
- Bilingual a plus

Commented [KN1]: @Deanna Fournier  
Outreach Department, rather than Fundraising?

Commented [KN2]: @Deanna Fournier - I am getting stuck on the 'per diem' - would 'contract' or 'part-time' be appropriate? There's something on the tip of my tongue but I might need to sleep on it....

Commented [KN3R2]: hmmm - a (#)month - (#)month temporary position working # of hours (day/week). OR I saw something that said: '(Grant Funded Program Coordinator' - (Temporary) Part-time

Commented [KN4]: Outreach

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- Outstanding written communication and presentation skills
- Strong experience developing programs
- Proficiency with Office tools, such as Microsoft Word, Excel, and PowerPoint
- Experience developing marketing materials, presentations, and project plans
- Detail-oriented with the ability to manage multiple projects at a time
- Ability to engage with diverse groups of people in a respectful, inclusive, and patient manner
- Friendly, enthusiastic, and positive attitude
- Organized and thorough with a focus on prioritization

**Time Commitment:**

- For the 2021-2022 program year, the employment term for the Program Coordinator will begin no earlier than December 1, 2021, with a weekly schedule not to exceed 20 hours a week. Actual daily and hourly schedule will depend upon program requirements but shall be relatively consistent, with more time commitment required earlier on for program development. Program Coordinator must be available to work at least 8 hours weekly.

**Preparation and Training:**

- Orientation with Executive Director
- Introduction to the Association with the Director of Community Relations and Fundraising
- Participation in team meetings

**Benefits:**

- Make a difference in the lives of others
- Connect with and help patients and families feel like they are not alone, eradicating the sense of isolation often felt by patients/families dealing with rare diseases
- Learn more about histiocytic disorders

**Supervisor(s):**

- Deanna Fournier, Executive Director
- Kristen Nesensohn, Director of Community Relations & Fundraising

**Work area(s):**

- Histiocytosis Association Office (remote)
- Preferably located in the tristate area

**Commented [KN6]:** I really like this example --

For the 2021-2022 program year, the employment term for the Program Coordinator will begin no earlier than Date, 2021 and run through 'month' 2022, with a weekly schedule not to exceed 24 hours a week. Actual daily and hourly schedule will depend upon program requirements but shall be relatively consistent. Program Coordinator must be available to work at least 10 hours weekly.