



Asthma and Allergy  
Foundation of America®

*NEW ENGLAND CHAPTER*

## **Job Description**

**Asthma and Allergy Foundation of America,  
New England Chapter  
(AAFA New England)  
Braintree, MA**

### **Director of Education Programs**

#### **Part Time**

(Part time is defined as 25 hours per week.)

**Salary: \$30,000**

### **Reports to the Board of Directors and Executive Director**

- **Education: B.A. Required**
- **Minimum of 2 years experience in educational program development and implementation, preferably in the non-profit sector.**
- **High degree of self-motivation and strong ability to work independently and in cooperation with others.**
- **Demonstrated communication skills, including both written and oral.**
- **Excellent organizational skills.**
- **Proven work experience with social media channels, including with Facebook and Zoom Webinar activities.**
- **Proficiency with MS office applications – Word, Excel, PowerPoint.**
- **Candidates with knowledge of asthma and allergy health conditions are preferred.**

### **General Responsibilities:**

- **Manage and implement existing Foundation education programs and revise or develop new programs as needs are developed, directed towards diverse audiences, including patients, caregivers, and professionals, and that meet the goals and objectives of the Foundation.**
- **Develop and implement educational program outreach efforts.**
- **Work cooperatively with the Board, Executive Director, Social Media Consultant and Bookkeeper.**
- **Develop a working knowledge of the daily operations of the office.**

### **Educational Programming and Events:**

- Plan and implement 4-6 Speaker Series events annually, for both live audience and FaceBook and Zoom Webinar events, that are timely and address the needs of the asthma and allergy community.
- Plan and implement the Kyle Dine Family Concert, an educational/social program, 1-2 times annually.
- Plan and implement the No Biggie Bunch Reading Events, at least annually.
- Plan and develop additional educational program efforts, such as professional medical education programs, including for credit workshops, as needs develop and with outside funding.
- Program development: Work with the Executive Director and the Board and Medical Advisory Committee to develop program ideas and content for grant proposals.
- Develop partnerships with other organizations to achieve programmatic objectives; promote relevant initiatives of collaborating organizations.

### **External Communications, Member Engagement and Direct Services:**

- Plan and execute the AAFA New England Bulletin three times annually.
- Organize and manage a network of affiliated regional education support groups, known as SAGE (Support-Advocacy-Group-Education) and publicize meetings.
- Develop and post educational information on Chapter website, in coordination with the social media consultant.
- Develop and work with the social media consultant to post e-mail “blasts”, Facebook announcements, including on other social media channels, about upcoming programs, meetings and events and other programming initiatives to provide relative information and create public awareness.
- Write articles and educational materials for publications, both internal and external, when required and approved by the Executive Director and/or the Board.
- Develop and maintain up-to-date contact information of event participants.
- Media relations and program publicity: write and distribute press releases; respond to inquiries from the media, when approved by the Executive Director and/or the Board.
- Represent the organization on coalitions, and at legislative forums, conferences, and community events, independently or with the Executive Director, and with the approval of the Board.

### **Fundraising and Events:**

- Assist the Executive Director, as needed, to plan and help implement fundraising events.

### **Miscellaneous:**

- Responsible for recordkeeping for above programs and handling various administrative and office management tasks in the absence of or in conjunction with Executive Director.