



Asthma and Allergy
Foundation of America®

NEW ENGLAND CHAPTER

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www.asthmaandallergies.org

Job Title: Coordinator of Education and Outreach

The Asthma and Allergy Foundation of America, New England Chapter seeks a dynamic, self-directed individual to serve as **Coordinator of Education and Outreach** to assist in the fulfillment of the organization's mission.

AAFA New England is a non-profit, 501(c)(3) organization dedicated to the control and cure of asthma and allergies and related diseases. Since 1979, we have assisted individuals throughout New England with asthma and allergies, including food allergies, to live safer, healthier lives. We offer educational programming, resource materials and support services for our community, including patients, families, caregivers, healthcare professionals, and schools. We provide disease awareness initiatives and engage in legislative advocacy to support policies that would improve quality of life for those with asthma and allergies. AAFA New England supports cutting-edge medical research initiatives being conducted by teaching hospitals and pharmaceutical companies. We work in communities, partner with organizations and the media to raise awareness about the seriousness of life-threatening allergies and asthma.

Key Responsibilities:

- Plan and implement 4-6 Speaker Series Zoom webinar events annually, that are timely and address the needs of the asthma and allergy community. Coordinate with the Executive Director.
- Assist the Executive Director in planning and implementing AAFA New England's **Food Allergy Conference and Expo** with an anticipated delivery biennially.
- Work with the Executive Director, the President, Board and Medical Advisory Committee to implement educational and disease awareness programs, such as AAFA New England's **Take a Breath Asthma Education Program**, and develop new initiatives as needed.
- Plan and implement educational Family programming activities when appropriate, such as with AAFA New England's partnership with the **MGH Food Allergies Buddies Program**.
- Plan and develop medical professional education programs, including for-credit workshops.
- Develop a working knowledge of other like-minded non-profit and other organizations in this health space to assist in achieving relevant and evidence-based programming.
- Plan and execute AAFA New England's **Asthma & Allergy Bulletin** three times annually, in coordination with the Executive Director.
- Develop and post educational information on the Chapter website, on community e-mail "blasts", and AAFA New England's social media platforms about upcoming programs, awareness messaging, and events in consultation with the Executive Director and social media consultant.
- Develop and implement educational program outreach efforts.
- Develop and maintain up-to-date contact information of event participants and community in coordination with the Executive Director and social media consultant.

- Support affiliated regional asthma and/or allergy Support Groups, in consultation with the Support Group Leader(s).
- Develop and write educational materials for publications, both internal and external, when required and approved by the Executive Director and/or the President and Board.
- Media relations and program publicity: write and distribute press releases; respond to inquiries from the media, when requested by the Executive Director and/or the President or Board.
- Represent AAFA New England at legislative forums, conferences and community events, independently or with the Executive Director, with the approval/request of the Executive Director.
- Assist the Executive Director, as needed, with fundraising events such as the annual **Fall Gala and Exhibit** and the **Falmouth Road Race**.
- Responsible for recordkeeping of all programs and activities.
- Develop a working knowledge of daily office operations and handle administrative and office management tasks in the absence of the Executive Director, if needed.

Reports to the Executive Director

Qualifications:

- Education: Bachelor's degree required
- Minimum of 2 year's experience in educational program development and implementation, preferably in the non-profit sector.
- High degree of self-motivation, to work independently and in cooperation with others.
- Demonstrated communication skills, including both written and oral and organizational skills.
- Proven work experience with social media platforms, including FaceBook, LinkedIn, and Zoom.
- Proficiency with MS office applications – Word, Excel, PowerPoint and Adobe.
- Candidates with knowledge of asthma and allergic health conditions preferred.

Job-Type:

- Part Time, 4 days/week (25-30 hours), flexible schedule, with one day required in-office coordinated with Executive Director. Some evenings and weekends are required.
- Position available immediately.

Annual Salary:

- Salary: \$30,000

Benefits:

- 4 weeks paid vacation
- 5 sick days
- All state and federal holidays
- Simple IRA match up to 3%

Location:

AAFA New England's office is located in Braintree, MA.

How to Apply:

Please email cover letter and resume/CV to jobs@aafane.org.

Email Subject Line: Coordinator of Education

Visit asthmaandallergies.org to learn more about our organization