



FOUNDATION FOR
SARCOIDOSIS RESEARCH

Foundation for Sarcoidosis Research

Senior Patient Outreach Coordinator

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The Foundation for Sarcoidosis Research (FSR) Patient Outreach Coordinator works with the Patient Programs team on tasks associated with the organization's patient program management, patient education, and support initiatives along with completing administrative duties to help the organization make progress towards our mission. The Patient Outreach Coordinator is responsible for managing patient programs, assisting in the execution of patient education and support programs and events, including but not limited to providing administrative and technical support for FSR's webinar program, volunteer programs, and patient led committees.

Reports to the Senior Director of Global Patient Programs

The Foundation for Sarcoidosis Research (FSR) is the leading international non-profit organization dedicated to accelerating sarcoidosis research initiatives and supporting those impacted by sarcoidosis. FSR was established in 2000 and since then, has fostered over \$6 million in sarcoidosis-specific research and has provided educational support resources to thousands of people worldwide.

Essential Duties and Responsibilities include:

- Manages and coordinates all administrative duties and responsibilities related to Patient Programs
 - Ensures program execution in accordance with FSR guidelines and directives
 - Provides input and recommendations to the supervisor on changes or decisions on matters related to patient programs and volunteer management
 - Plans, manages, and meets program objectives and deadlines
- Coordinates volunteer activity through the FSR Global Sarcoidosis Clinic Alliance (FSR-GSCA)
 - Assists with volunteer recruitment, vetting, and selection
 - Coordinates and manages volunteer training
 - Works with volunteers to create events and volunteer initiatives
 - Collects and summarizes monthly volunteer activity reports
 - Coordinates financial administrative duties for volunteers



FOUNDATION FOR
SARCOIDOSIS RESEARCH

- Provides support and coordination for Patient Programs and FSR-GSCA events such as the Annual Sarcoidosis Education Summit, webinars, support group meetings, support group leader training, and other educational events
 - Helps create webinars, trainings, and event descriptions and marketing materials
 - Corresponds with speakers, panelists, etc. to collect necessary information in support of virtual and in-person events
 - Creates PowerPoints
 - Sets up virtual events using tools like Eventbrite and Zoom
 - Analytic data gathering and reporting
 - Manages pre and post attendee correspondence, including post event survey dissemination
- Provides overall administrative support and volunteer coordination for Patient Programs and FSR-GSCA programs including but not limited to:
 - Maintenance and management of program trackers
 - Building out and analyzing feedback and outcome reports
 - Timely management, triage, and follow-up with volunteer inquiries and needs
 - Scheduling and coordinating reoccurring volunteer meetings
 - Transcribing meeting minutes and providing timely follow-up reports to volunteers
 - Assisting with financial and material tracking of Patient Programs
- Other duties determined by the need of the organization

Qualifications:

- Bachelor's degree or equivalent 5+ years' experience in patient education and/or outreach, volunteer management, or combination thereof
- At least 3 years' experience in volunteer coordination
- At least 3 years' experience in patient education and/or outreach
- Event coordination experience
- Superior organizational, verbal, and written communication skills
- Demonstrated ability to be detail oriented
- Possesses a positive and enthusiastic demeanor and drive to succeed
- Ability to work well in a team environment and independently
- Skilled at Microsoft tools and resources, experience with web-based event platforms such as Zoom, Swapcard, etc. preferred
- Demonstrated ability to be adaptable in an ever-changing environment
- Ability to work some evenings and weekends



FOUNDATION FOR
SARCOIDOSIS RESEARCH

- Record of success working in a remote environment
- Demonstrate an ability to manage multiple programs and projects simultaneously
- Experience in relationship building
- Compassionate, empathetic, and understanding of patient/volunteer needs
- Comfortable being in front of patients/volunteers and groups
- Experience facilitating and leading meetings, events, and group discussions

If you are interested in this position, please submit your resume and cover letter to Manny Lozano, Senior Director of Global Patient Programs at manny@stop sarcoidosis.org. The salary range for this position \$50,000 – \$60,000 (salary range based on experience). Please include your preferred salary requirements.

FSR is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.