

Westchester End-of-Life Coalition

VOLUNTEER JOBS

Job Title: Administrative Assistant

Purpose of position:

Behind the scenes support which is important in spreading the word about WELC.

Qualifications needed for position:

Reliable, detail-oriented, and flexible - typing and strong verbal and organizational skills a plus.

Job responsibilities:

This important position will have a variety of responsibilities depending on the current projects happening at WELC. You may be stuffing envelopes or typing the meeting minutes one day and organizing files the next.

Job Title: Article Researcher

Purpose of position:

Keep professionals and consumers up-to-date with current trends, stories, articles and other information pertaining to WELC's mission.

Qualifications needed for position:

Strong writing and research skills coupled with an ability to read, understand and effectively summarize information. Interest in end-of-life issues will be helpful.

Job responsibilities:

Scour current media and professional journal sources for relevant, timely information to be summarized in a few sentences for posting on WELC's website (including links to the source material).

Job Title: Communication/Marketing

Purpose of position:

To keep volunteers and board members in communication with each other and promote WELC and its activities to the Westchester community.

Qualifications needed for position:

Experience pitching story ideas to the press and creating press releases, Web pieces, and Q&As for a general community.

Job responsibilities:

In addition to the above, creating and writing a newsletter for volunteers and board members, assisting with the promotion of upcoming events, creating fliers, using social media to promote WELC.

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Job Title: Communication/PR

Purpose of position:

To keep the volunteers and board members in communication with each other and share with the Westchester community what WELC is doing.

Qualifications needed for position:

Experience with press and creating press releases, strong writing ability.

Job responsibilities:

Creating and writing a newsletter for volunteers and board members, assisting with the promotion of upcoming events, promoting WELC to media and writing press releases.

Job Title: Consumer Referral Assistant

Purpose of position:

The public visiting the *LiveWithCare.org* website may have questions, concerns or ask for help in determining next steps.

Qualifications needed for position:

Maturity, willingness to help, background in advocacy or health-related field helpful. Ability to research information and present it in a non-judgmental, neutral manner.

Job responsibilities:

As a volunteer, you will assist in researching options, answers and referrals as needed, without offering medical advice.

Job Title: Event Organizer

Purpose of position:

Inform and engage health consumers and professionals through events such as lectures, panel discussions, or workshops.

Qualifications needed for position:

Out-going personality who enjoys networking and connecting people. Organized and efficient with the ability to plan events that have little or no budget.

Job responsibilities:

Manage a series of ongoing events within Westchester County for consumers and professionals. Explore opportunities to partner with other organizations within Westchester.

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Job Title: Fundraiser

Purpose of position:

WELC relies on donations and The Community Fund for funding.

Qualifications needed for position:

Out-going professional. Success with social media and crowd sourcing as funding streams.

Job responsibilities:

Investigate opportunities to raise funds and awareness for WELC including finding new avenues for WELC. Foster relationships with professional organizations within Westchester.

Job Title: Grant Writer

Purpose of position:

Explore new funding opportunities and apply for grants to help fund WELC projects and events.

Qualifications needed for position:

Outgoing professional. Strong writing skills with a successful track record of securing grant funding.

Job responsibilities:

Investigate grant-funding opportunities and applying for grants.

Job Title: Volunteer In-Person

Purpose of position:

Volunteer in-person within the community to raise awareness about WELC and end-of-life issues.

Qualifications needed for position:

Maturity, basic knowledge or willingness to learn about NYS healthcare laws, ability to listen and assist people.

Job responsibilities:

Assist community members with information about end-of-life issues. This may be providing information about completing a health care proxy or educating about palliative care in NYS or giving a presentation. All levels of experience and interest are encouraged to apply.

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Job Title: Website Visual Content

Purpose of position:

Health literacy includes more than the written word. Visual content can be an important tool for developing understanding of health care issues.

Qualifications needed for position:

Knowledge of health care issues; knowledge and experience with video programs and posting materials to the Internet.

Job responsibilities:

Develop visual content for *LiveWithCare.org* and WELC websites, including creating decision-making tools.