

May 2020



Community Education Manager

WHO WE ARE

Founded in 1977, the Les Turner ALS Foundation is the leader in comprehensive ALS care in Chicagoland. Although we're one of the largest independent ALS groups in the country, we treat each person like family and we're committed to supporting them every step of the way. Our individualized approach ensures each person living with the disease receives the best quality of care, and our local community of support provides their loved ones with answers and encouragement. Our Les Turner ALS Center at Northwestern Medicine is led by the most well-respected and successful clinicians and researchers in the field, advancing vital care and research in pursuit of life-enhancing treatments and a cure.

Our mission is to provide the most comprehensive care and support to people living with ALS and their families in Chicagoland so they can confidently navigate the disease, and advance scientific research for the prevention, treatment and cure of ALS.

POSITION DESCRIPTION

We seek a highly motivated communications healthcare professional with a passion for health education to join our Support Services team as the Community Education Manager reporting to the Director of Support Services and Education.

The Community Education Manager role is to implement strategies to grow Les Turner ALS Foundation's educational content and programs. The Community Education Manager will increase delivery of community education about ALS-related issues through webinars, video interviews, online training and other content engagement strategies to increase health literacy and support families on their ALS journey.

Additionally, the Community Education Manager works in tandem with and provides additional support to our ALS Support Services Coordinators, focusing on specific individual needs, coordinating resources and managing outreach engagement and education with families.

You will partner with all areas of our mission and leverage the power of communications and community engagement to advance the Foundation's mission. You will serve as an ambassador for the Foundation, building and growing external relationships, exemplifying our core values and advancing our vision in all aspects of your work.

This position is based at our office in Skokie, Illinois

DUTIES AND RESPONSIBILITIES

1. Develop and implement with the Director of Support Services and Education an effective, integrated community education communication plan that increases the engagement with people with ALS, families, providers and the general community.

2. Create and present in-person or video presentations, social media content and other collateral to assist the Foundation and its education, support services and/or various other needs as appropriate by working collaboratively with the Foundation's Communication and Marketing team
3. Collaborate with other disease advocacy groups. Stay abreast of current trends in health services communication, health literacy and intervention strategies and outcome metrics to help individuals with ALS manage complex medical care.
4. Project manage the design of decision-making tools with outside technology consultants, health communication researchers, multidisciplinary team members and people living with ALS.
5. Manage the Foundation's educational resources and community events for people living with ALS, families, medical professionals, students and the public
6. Provide support to people living with ALS in partnership with the ALS Support Services Coordinators to help people living with ALS confidently navigate the disease
7. Work in conjunction with the Les Turner ALS Center at Northwestern Medicine to identify conference topics and speakers for a variety of audiences, from medical professionals and students to people living with ALS and the general public.
8. Ascertain, track and report on key metrics to effectively measure the performance of all community education efforts
9. Participate in Foundation special events and other functions as needed
10. Supervise and evaluate support services interns throughout the year in partnership with the Director of Support Services and Education

QUALIFICATIONS

- High energy and passion for Les Turner ALS Foundation's mission is essential
- Ability to interact with people from diverse disability, cultural and economic backgrounds, who are affected by ALS
- Registered nurse or Social Worker with active license and malpractice insurance preferred. Masters' degree in public health or Health Communication preferred.
- Minimum of 5 years of experience in patient education and/or patient advocacy role
- Excellent communication skills, both written and oral; superior writing and editing capabilities
- A professional and resourceful style; the ability to take initiative, and to manage multiple tasks and projects at a time
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside to work efficiently and effectively
- Demonstrated success in developing and conducting webinar-based education
- Proven project management and program strategy experience.

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- Creative, flexible, disciplined with strong research, analytical and writing skills and excellent attention to detail
- Advanced level Microsoft Office skills including Word, Excel, Power Point, Outlook, Access, SharePoint, design programs and customer relationship management software.
- Must possess experience and ability to interact professionally with donors, visitors, vendors and internal staff
- Flexibility to attend evening and/or weekend meetings and/or events
- Must have valid driver's license and access to a car

WHAT WE OFFER

We offer a warm, friendly office environment full of highly motivated and inspiring teammates. Salary for this role is competitive and commensurate with your skills and experience. Our benefits package is robust and includes comprehensive health insurance, 401k with organizational match, generous paid time off, nine paid holidays, summer hours, disability and life insurance.

TO APPLY

Please submit cover letter, resume and two writing samples (no more than five pages) to demonstrate your interest in the role and the Foundation to dmarron@lesturnerals.org writing "Community Education Manager" in the subject line. Applications will be accepted until the position is filled.

Community Education Manager is a full-time, salaried, non-exempt position.

The Les Turner ALS Foundation is an equal opportunity employer. We firmly believe that the application of the concept of equal opportunity means a better work force and better business for all. Therefore, we will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, religion (creed), national origin (ancestry), age, marital status, disability, military status, sexual orientation or gender expression.

The Foundation complies with the Fair Labor Standards Act and the Americans with Disabilities Act.