



Volunteer Director of Member Information – Position Description

Mission

Chromosome 18's mission is to help people with chromosome 18 abnormalities overcome the obstacles they face so they may lead healthy and productive lives.

Responsibilities

- Get engaged with existing network of information distribution to the Chromosome 18 Community
- Identify the types of information the Chromosome 18 Community needs most on an ongoing basis
- Work with staff and volunteers raise awareness about existing information & resources available
- Formulate and execute new surveys and initiatives
- Coordinate to streamline and improve internal processes and outreach to members
- Engage with members on social media to share ideas, resources, and support available

Qualifications

- A solid grasp of, and commitment to, our mission
- Strong organization and communication skills
- Ability to motivate others
- Collaborative spirit and ability to thrive in a fast-paced, entrepreneurial environment

Perks

- Channel your passion to support a meaningful mission
- Learn the nuts and bolts of nonprofit operations in an up-and-coming organization
- Hone your skills on a flexible, part-time basis
- Have fun while you make a difference
- Be part of an organization that is changing lives around the world

Expectations

You will volunteer remotely on your own schedule, though we request a commitment of 10 hours per month. Because our staff is spread throughout the country, we communicate mostly through Microsoft Office, Microsoft Teams, email, and occasional Zoom Calls. If you possess a high level of self-motivation, work well independently, have strong collaboration skills, enjoy the opportunity to partner with other professionals, and can commit quality time on a regular basis to help achieve team goals, we'd like to hear from you.

To Apply

To apply, reach out to Neale Parker at parkern@chromosome18.org. If available, please also include your resume. We will get back within a few days to start a conversation. Please also confirm your understanding that this is a volunteer position. Thank you! To learn more about Chromosome 18 and our mission, please visit www.chromosome18.org.