



Aplastic Anemia & Myelodysplasia
ASSOCIATION OF CANADA
ASSOCIATION CANADIENNE
de l'anémie aplasique et de la myélodysplasie

Our vision is to support all Canadians and their families and friends through diagnosis, treatment and remission stages of these diseases.

POSITION TITLE: Regional Support Group Liaison Alberta & B.C. (Two Positions)

REPORTING RELATIONSHIP: Reports to the Executive Director.

WORKING ENVIRONMENT: The positions will be based in Alberta and B.C. in home offices.

JOB DESCRIPTION & DUTIES: To assist with the planning, promotion and attending patient support groups in Alberta or B.C.

DUTIES AND RESPONSIBILITIES:

Plan meetings in cities TBD

- Arrange for venue and refreshments
- Prepare flyers and promote the meetings in hospitals, other institutions
- Prepare information on meetings for Facebook and Newsletter
- Under the direction of the Executive Director arrange for speakers for the meetings
- Work with existing volunteers to attend hospital clinics

QUALIFICATIONS

Excellent communication skills.

Knowledge of MDS, PNH and Aplastic Anemia would be an asset

Strong organizational, project and time management skills.

Computer skills – Microsoft programs – MSWord, Excel, PowerPoint.

Ability to work independently and with minimal direction.

Excellent advocacy skills and proven experience with the medical community and/or community networks

Experience and training in community development/capacity building approaches.

Driver's license with use of a vehicle.

TERMS AND CONDITIONS: Term: One (1) year contract

Pay Range: \$20.00 to \$25.00 per hour – number of hours TBD

Hours: Will vary on a monthly basis. Time and Activity reports will be submitted to Executive Director on the last day of each month.

Travel: Travel within Alberta will be required. All travel costs to be reimbursed by the AAMAC

Office Equipment: The successful candidate will be required to maintain a home office within Alberta/B.C. with appropriate computer and communications equipment.

Please forward resume to: Cindy Anthony, Executive Director: cindyanthony@aamac.ca