

About this opportunity: Title: EFWCP Administrative Program/Event Coordinator

Location: Epilepsy Foundation Western/Central Pennsylvania – Pittsburgh, PA

Reports to: EFWCP Regional Care Coordinator

Employee Status: Temporary – Part Time

Our Mission: The Epilepsy Foundation Western/Central Pennsylvania leads the fight to stop seizures, find a cure and overcome the challenges created by epilepsy and seizure disorders.

Position summary: Primary responsibilities include providing assistance with the facilitation of all Epilepsy Foundation Western/Central Pennsylvania program related activities within the western region, primarily within the Pittsburgh area, including addressing the needs of children, families and adults by providing information, support and referral services and by facilitating public awareness through education and outreach. Responsibilities also include providing accurate and contemporary information about epilepsy to educators, students and their families, human service and medical professionals, and the public. A special project or program will also be undertaken by the intern to further the mission of the organization and assist with the expansion of current program efforts. This will be done by planning educational seminars, facilitating presentations and organizing outreach activities. Supervision will be provided by an EFWCP Regional Coordinator.

Primary Responsibilities and Opportunities:

- 1) Establish and maintains effective, on-going relationships with EFWCP staff, health care facilities and consumer advisory groups or other community service agencies.
- 2) Respond to requests from parents, adults, families, community entities and medical professionals for information regarding seizures, epilepsy and related issues.
- 3) Provide appropriate referrals for children, families and adults to EFWCP programs and other needed community support programs.
- 4) Learn about the latest developments in the diagnosis, treatment and advancements in the field of epilepsy and make information available for dissemination.
- 5) Opportunities to observe the establishment and maintenance of relationships including on-site visits with individuals and groups responsible for educating students, school related personnel, physicians and other medical personnel, health care facilities, and other community service agencies.
- 7) Works collaboratively with EFWCP staff to plan, implement, facilitate and evaluate activities.
- 8) Develop program specific objectives and program activities.
- 9) Submit progress reports to the Regional Coordinator and President & CEO as requested.
- 10) Support and adhere to EFWCP policies and practices.

Requirements: Bachelor's degree with an emphasis in social service, education and/or special education. Valid driver's license and vehicle required. . PA Act 33/34 Clearances.

Working Conditions: Community and school-based settings represent the primary working environment with an office based in Pittsburgh, Pennsylvania. Some overnight travel may be required. Physical activities associated with the position include reaching, bending, lifting and prolonged periods of standing.

Please send cover letter and resume to Rick Boyle at RBoyle@efwp.org; Phone 412-322-5880.