



**CENTRAL OHIO CHAPTER
NATIONAL HEMOPHILIA FOUNDATION**
for all bleeding and clotting disorders

Position Description

Hemophilia Walk Coordinator

Position Type: Internship

Status: Part-time (24 hours per week) – Hours are flexible

Salary: \$15.00 per hour (no benefits)

Project Duration: 12 weeks beginning in early August, 2010

Reports to: Executive Director

Summary:

The Central Ohio Chapter of the National Hemophilia Foundation is seeking an enthusiastic and detail-oriented individual to assist in coordinating all aspects of its upcoming Hemophilia Walk. This year, we expect to have 75 teams (750 walkers) and raise \$85,000.

Responsibilities:

- Oversee Hemophilia Walk Planning Committee members and facilitate committee meetings
- Renew and secure corporate, in-kind, and media sponsorships
- Promote Walk to potential participants
- Coordinate all event-related logistics
- Recruit and oversee a volunteer force of around 100 people
- Update Walk web site
- Publicize Walk in the local media (television, radio, print)
- Develop and maintain donor and volunteer records

Requirements:

- Working toward or achievement of bachelor's degree in business administration, public administration or related field OR some experience in event planning, fundraising, or non-profit administration.
- Strong organizational skills
- Professional demeanor
- Strong written and verbal communications skills
- Advanced knowledge of Microsoft Word, Excel, and PowerPoint

Preferred Skills and Abilities:

- Donor management software
- Graphic design and desktop publishing

To apply:

E-mail a cover letter and résumé by July 14, 2009 to Rob Alexander at ralexander@hemophilia.org. No phone calls please.