



RESPIRATORY HEALTH ASSOCIATION®

of Metropolitan Chicago

1440 W. Washington Blvd., Chicago, IL 60607

POSITION: Coordinator, Lung Health Initiatives

REPORTS TO: Director, Lung Health Initiatives

PRIMARY FUNCTION: The coordinator is responsible for the overall planning and coordination of Respiratory Health Association of Metropolitan Chicago's lung health initiatives; which include a combination of patient, community and professional educational events and coalition-building activities.

KEY RESPONSIBILITIES:

- Coordinate the planning and implementation of lung health initiatives targeting patients, caregivers and the community including the annual *Cruising with COPD* event, the *Living Better Together COPD Conference*, tobacco control programs and radon awareness activities.
- Coordinate the planning and implementation of professional education events that include: *Catch Your Breath: Women and Lung Health Conference*, Chicago Respiratory Society Lectures, *Certified Asthma Educator: A Preparatory Course* and Metropolitan Chicago Tuberculosis Coalition meetings.
- Convene and serve as a liaison to planning and/or advisory committees associated with the *Living Better Together COPD Conference*, *Catch Your Breath: Women and Lung Health Conference*, Chicago Respiratory Society Lectures, *Certified Asthma Educator: A Preparatory Course* and the Metropolitan Chicago Tuberculosis Coalition.
- Participate in coalition building, including the Midwest COPD Network.
- Conduct outreach and serve as a liaison to pulmonary rehabilitation groups and other support groups.
- Coordinate and track requirements for continuing education credits for physicians, nurses, respiratory therapists and other professionals as required, including processing continuing education applications, evaluation and follow up.
- Process memberships and maintain databases as needed.
- Develop and track budgets.
- Work closely with multiple members of RHAMC's Programs and Professional Services Department for overall program coordination, Development staff to procure funding, members of the Marketing and Communications staff to develop educational and promotional materials, and Special Events staff for logistical and operational program support.

QUALIFICATIONS:

Bachelor's degree is required. Experience with coordinating volunteer committees and programs is desired. Must be able to interact professionally with Association staff, volunteer leadership, medical community, patients and the public. Successful candidate will be flexible and resourceful, with strong attention to detail, excellent written and oral communication skills and the ability to manage multiple tasks simultaneously. Must possess a hands-on working knowledge of Microsoft Office and be able to work within databases.

The mission of RHAMC is to fight lung disease and promote healthy lungs through research, advocacy and community based education. RHAMC is fully committed to equal opportunity in employment in accordance with all applicable laws and regulations. RHAMC is an Equal Opportunity and Affirmative Action employer. The Association does not hire persons who smoke, and forbids smoking in the workplace.

TO APPLY:

Please submit résumé, brief cover letter, and salary requirements electronically to: Eileen Lowery elowery@lungchicago.org