



## **EDUCATION COMMITTEE CHAIRPERSON**

### **Job Description**

United Ostomy Associations of America (UOAA) promotes quality of life for people with ostomies and continent diversions, through information, support, advocacy and collaboration. In order to support our mission, we are currently seeking an Education Committee Chairperson to ensure UOAA's Education Committee is properly managed, functioning effectively and fulfilling the educational needs of the organization. This is a volunteer position held in esteem by the WOCN society, industry and the ostomy community. The ideal candidate would be a dynamic and proactive person who would be able to give approximately 40 hours a month of time to complete tasks.

Benefits of the position would include experience in working with a national nonprofit organization. For WOC nurses, generous PGP points and the experience of creating materials to benefit ostomy patients nationwide. The opportunity to work closely with the President, Vice president, board of directors and staff of the UOAA.

#### **General Skills Required:**

- Writing and Editing Skills
- Outgoing, able to form committees and delegate assignments
- Knowledgeable with Social Media as a tool to promote education
- Knowledgeable about the ostomy community including patients and medical professionals and industry
- Ability to stay on top of current issues and needs of persons living with an ostomy
- Volunteer management skills
- Able to meet deadlines

#### **Tasks - Create Educational Materials:**

- Evaluate, and if needed, revise current UOAA educational materials, as well as develop materials that are unique to UOAA. Compare what has already been developed among industry and other ostomy websites such as Vegan Ostomy.
- Develop Educational materials including brochures, patient guide books and write content for ostomy.org website pages
- Develop Educational articles to be published in ostomy-related publications on behalf of UOAA
- Develop Educational materials for social media such as podcasts and YouTube videos

#### **Collaboration:**

- Work with Advocacy Manager when educational materials are needed to support the work of the Advocacy Committee
- Work with Executive Director to create educational materials for national events (i.e. Ostomy Awareness Day)
- Work with UOAA's Communications and Outreach Manager as needed
- Report to the Executive Director and UOAA President for approval of materials

#### **Form an Educational Committee to assist in accomplishing tasks**