

**GREATER BOSTON CHAPTER  
NATIONAL SPINAL CORD INJURY ASSOCIATION  
RISE ABOVE PARALYSIS, INC.**

**Phone: 617-952-5643**

**Email: sciboston@aol.com**

Job Title: Chapter Coordinator

Hours: 25 hours per week

Contact: Beth Weaver, Executive Director

Description last revised: 10/31/2016

**GENERAL SUMMARY/ OVERVIEW STATEMENT**

The Chapter Coordinator manages the day to day operations of the Greater Boston Chapter, NSCIA. This includes the Peer Program, member communications and administrative assistance to the Executive Director. The Peer Program is the essence of the Chapter's mission to serve all those affected by spinal cord injury including the newly injured, family members and the overall SCI Community.

The Chapter Coordinator is based out of the Chapter's satellite office located at Spaulding Rehabilitation Hospital, Charlestown, MA. The Chapter Coordinator is responsible for working in conjunction with the Executive Director to coordinate peer visits, peer training and education, weekly staff meetings, social media, and engagement with the spinal cord injury community including healthcare professionals and other institutions. In addition, the Chapter Coordinator is responsible for working with the Executive Director and Board of Directors on fundraising and other programs as identified. The position is part time (25 hours/week).

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

**Peer Program Responsibilities**

1. In conjunction with the ED, oversee Peer Mentors to include recruiting, processing applications, training and ongoing education
2. Collect, input and manage constituent software database, DonorPro, utilized for management of peer programs. This includes peer visits, phone calls and emails for service, individuals served by the Chapter and preparation of reports as needed.
3. In conjunction with Spaulding Rehabilitation Hospital (SRH), prepare weekly peer mentee list and update on an ongoing basis
4. Attend weekly staff peer mentor meetings to review and match peer mentors. Coordinate peer visits.
5. In coordination with SRH staff, meet with the new admissions to introduce the Chapter, its services and weekly support groups.
6. Work with SRH staff to coordinate peer visit referrals
7. Respond to emails and phone calls for services within 24 hours
8. Provide support via information, resources and guidance to individuals with spinal cord injuries and their families. This is to include such resources as recreational/sports activities, home modifications, grant opportunities, educational and employment opportunities
9. Assist individuals with spinal cord injury and their families to negotiate potential barriers to returning to home, employment or other community activities.

10. Upon pending discharge, prepare and delivery Chapter gift bag
11. Prepare management matrix for ED monthly financial report
12. Oversee Spinal Rap and Family Circle support groups. Promote to SCI community and assist with recruiting inpatients, outpatients, community members and family members.

### **Membership and Chapter Responsibilities**

1. Promote chapter activities, at least weekly, on Facebook and other social media as identified
2. Prepare “Chapter Chatter” newsletters for dissemination on, preferably, Tuesday mornings
3. Update website on a regular basis by adding events, updating content, etc.
4. Travel to main office in Woburn, at least weekly, to pick up mail and update files
5. Collaborate with United Spinal Association, the Chapter’s national affiliation, to support and build their resources and advocacy efforts and to disseminate and report information

### **Fundraising/Fiscal Responsibilities**

At the direction of the ED, perform functions needed for successful fund raising events, specifically but not limited to the annual gala. Manage events in constituent software program, DonorPro

## QUALIFICATIONS/SKILLS

1. Candidate must have thorough knowledge of individuals with spinal cord injury. Minimum of two years experience working with and advocating on behalf of individuals, and their families.
2. Personal experience with a spinal cord injury a plus.
3. Working knowledge of the phases of medical rehabilitation, preferred
4. Associate’s Degree required, Bachelor Degree preferred, or equivalent work experience

## SKILLS and ABILITIES

1. **Communications**  
Outstanding ability to clearly communicate information, both verbally and in writing, to a broad array of individuals from the newly injured to hospital administration, donors and sponsors
  - a. Ability to interpret emotional needs of those affected by an SCI
  - b. Outstanding listening skills critical
  - c. Demonstrate ability to understand how decisions are made in a multi-layered business environment and work within the “chain of command”
2. **Computer/Social Media:** Proficiency in knowledge of social media to include, but not limited to Facebook, Twitter, LinkedIn, website (utilize Word Press) and Microsoft Office: Word, Excel and Power Point.
3. **Confidentially**
  - a. Must be able to adhere to, and respect confidentiality, while working at SRH satellite office and in the SRH environment and all other locations as needed
  - b. Thorough understanding and compliance with HIPPA (Healthcare Information Patient Protection Act)
  - c. Must have a sense of what information is appropriate to know in order to do our work of peer mentoring.

**4. Initiative, Decision Making and Problem Solving**

- a. Demonstrate ability to initiate and carry projects, including fund raising, from concept to completion
- b. Ability to utilize a solution-orientated approach to solving problems while exhibiting judgment and a realistic understanding of issues; able to use reason, even when dealing with emotional topics, review facts and weigh options
- c. Excel at time management, perform a wide variety of tasks and change focus quickly as demands change
- d. Ability to set clear, professional boundaries in the work environment

**5. Team Work**

- a. Exemplify team work by collaborating with BOD, clients, agencies and co-workers including SRH staff.
- b. Display enthusiasm, solicit options from others, respect and support other's decisions
- c. Show a "can do" attitude
- d. Ability to work with a wide variety of people and a diverse population

6. **Appearance:** maintain professional appearance in compliance with SRH dress code

**WORKING CONDITIONS: Describe the conditions in which the work is performed.**

- 1. Work takes place at the Chapter satellite office at SRH, Charlestown.
- 2. Work in a patient care environment (hospital setting) where there is potential exposure to: blood, body fluids, chemical and other hazards.
- 3. Possibility for interaction with individuals who may have psychological and emotional challenges and medical instability.
- 3. Work 25 hours per week from morning to mid-afternoon
- 4. Provide own transportation
- 5. Healthcare benefits are not available

**TO APPLY**

Applications are due by Friday, November 18, 2016. However, applications will be accepted until the position is filled. Interested candidates should submit a letter expressing their interest in the position, and how they believe they can make a difference to those living with a spinal cord injury. To apply, please send the letter, a current resume and three references to:

[sciboston@aol.com](mailto:sciboston@aol.com)

The above is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of personnel so classified. The Greater Boston Chapter, National Spinal Cord Injury Association is an equal opportunity employer.