

## **NBCA Community Thrombassador Job Description**

### **Position Title: NBCA Community Thrombassador**

Reports To: Deputy Director

Staff Support: Development & Community Outreach Associate

Length of Commitment: One Year (renewable) Term

Time Involvement: Ten (10) Hours Monthly (approximate)

### **Key Responsibilities:**

1. Participate in thrombassador training session and quarterly (virtual) meetings to ensure proper program function and facilitate volunteer collaboration.
2. Host a minimum of four (4) awareness presentations or events (virtual and in person) during one calendar year.
3. Establish community partnerships with local organizations.
4. Make reasonable efforts to target and reach high-risk and diverse populations.
5. Conduct outreach to local media outlets for event/program coverage.
6. Recommend program improvements, new policies, and resources as needed in order to be successful fulfilling duties within local communities.
7. Track required program metrics and report key data on an ongoing basis utilizing standard format and tools provided by the organization.
8. Participate in annual town hall meeting to report program outcomes.
9. Recruit additional thrombassadors to participate in the program.

### **Qualifications:**

1. Display a strong interest and commitment to NBCA's mission.
2. All applicants will be considered with preference given to existing volunteers.
3. Ability to make the necessary time commitment.
4. Access to their own transportation (local) and webcam enabled laptop.

### **Training/Resources:**

Onboarding orientation, digital tools, promotional items and materials as available, staff support, quarterly check-ins and training updates, eligible to receive \$500 annual stipend for program associated costs such as venue fees, food/drink, travel, etc. Must participate in annual recertification to remain enrolled as an active thrombassador.