



ABOUT THE EPILEPSY FOUNDATION OF CO & WY

Three simple words define the Epilepsy Foundation of Colorado & Wyoming: Connecting, Educating, and Empowering. We connect people to healthcare providers, support networks, and a listening ear. We educate schools, employers, and the community at large, to reduce stigma and raise awareness. And we empower people affected by epilepsy with knowledge, resources, and advocacy to live their best lives.

The Position:

The Epilepsy Foundation of Colorado & Wyoming is seeking a part-time Youth & Family Training and Outreach Coordinator based in Wyoming. The Foundation expanded its reach into Wyoming in Summer 2021 and this position will be the key team member tasked with educating/training school nurses, personnel and classrooms on epilepsy and seizures as well as engaging with youth and families affected by epilepsy.

Reporting to and working closely with the Vice President of Community Initiatives, the Youth & Family Training and Outreach Coordinator will be responsible for connecting with Wyoming schools and school organizations with the goal of building key partnerships with schools and school organizations as well as providing training and education to schools. The objective is to raise awareness about epilepsy and seizures in schools and begin the work of increasing the safety and inclusion of youth living with epilepsy in the Wyoming school system. This position will also promote awareness and education through participating in health fairs and outreach opportunities in Wyoming and will filter youth and families to the Foundation for beneficial resources and support.

Core Responsibilities:

- Training and Education
 - Utilizing Epilepsy Foundation/CDC National Training resources, train local School Nurses, School Personnel and Classrooms on epilepsy and seizures.
 - Coordinate and market in-person School Nurse Trainings at least 3 times per year in various locations across Wyoming.
 - Provide School Personnel and/or Classroom Trainings in-person or virtual at least once per month.
 - Utilizing the Epilepsy Foundation/CDC National Seizure First Aid Certification training, provide SFA Certification courses in person or via webinar in the Wyoming community.

- Work in partnership with the National Epilepsy Foundation to provide, market and track on-demand and online school education, seizure first aid certification trainings and resources.
- Marketing, Networking, Building Partnerships
 - Develop partnerships with the Wyoming School Nurse Association, Wyoming Department of Education and local schools to promote relevant school trainings.
 - Identify and attend outreach opportunities such as health fairs, sports expos, education festivals, other community opportunities to raise awareness.
 - Contribute to the Foundation's online and social media strategy with an eye to engaging the Wyoming schools and youth/families and to market and promote school trainings via email, the website, monthly newsletter and various social media channels.
 - Outreach to identify youth and families in Wyoming affected by epilepsy who want to engage with the epilepsy community and/or who need resources and support.
- Data & Platforms
 - Utilize Salesforce, Classy and other online platforms to gather appropriate data and registration of individuals and families who engage with the Foundation.

Compensation & Benefits:

- This is a part-time, 15-20 hours per week position, days and times flexible
- Hourly compensation is \$22 per hour
- Paid holidays, vacation, and sick time provided
- Due to the nature of this position, it is not eligible for medical insurance benefits
- Must be located in WY

To apply, please send a resume and cover letter to:

Marcee Aude MA | VP of Community Initiatives
Epilepsy Foundation of Colorado & Wyoming
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