

CAREER PATHWAY

229 N Main Street, Coopersburg, PA
(484) 553-6340

www.wescoe.org

jennifer@wescoe.org

Find Openings:

wescoefoundationforpulmonaryfibrosis.org/join/

Business Description

The Wescoe Foundation for Pulmonary Fibrosis is a 501(c)3 non-profit organization that provides education, support, and resources for people living with Idiopathic Pulmonary Fibrosis (IPF), their families and care partners in order to sustain the highest possible quality of life.

Knowledge, Skills, and Abilities Needed

We're looking for employees who are or have...

- Excellent Communication Skills
- Exceptional Organizational Skills
- Critical thinker; problem solver
- Motivated and Innovative

Connect with us on Social Media!



Wescoe Foundation for Pulmonary Fibrosis
PA-IPF Support Network



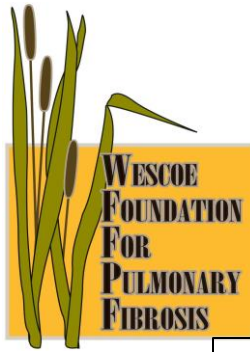
Jennifer H. Wescoe



@wescoefoundationforpf
@paipfsupportnetwork



@wescoeforpf
@pa_ipfnetwork



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Executive
Director

Oversees the organization's day to day operations and business decisions. Collaborates with the Board of Directors. Directs employees, programs and maintains compliance. Individual with strong public relation, marketing and fundraising experience. Bachelor's required, Master's degree preferred. 7+ yrs. non-profit management experience.

Program
Manager

Facilitate the distribution of materials to support groups. Coordinate correspondence and communications. Aid in planning and delivery of support groups and seminars. Assist with community awareness events. Strong organization / communication skills. Excellent grammar, punctuation and spelling. Familiarity with CRM software. Fluency in Information Systems, MS Suite (Excel, Access, Word, Power point) and Social Media. Degree in Communication, Social work, Education. Part-time, Remote: Office

PA-IPF Support
Network: Project
Coordinator

Assist in the planning and management of education and awareness programs for a newly created support network. Create literature and manage website/ social media. Strong strategic planning, organization and communication skills. Computer knowledge (WordPress, Excel, MS Word) Bachelors or Associate Degree-1+ yrs experience administrative role Part-time, Remote: Office

Marketing
Manager

Strong time management and organizational skills. Excellent grammar, punctuation, and spelling. Must be able to work autonomously. Familiarity with CRM software. Basic understanding of MS Excel. Current (3rd or 4th year) or recent completion of a degree in Communications, Business Management, English (primary or secondary education, or Social Work)

Social Worker

Manage multiple clients diagnosed with Pulmonary Fibrosis. Assist clients and their care partners based on their needs. Evaluate patients, build rapport and develop care plans. Bachelor's or Master's Degree in Social Work, Valid & current LCSW or LMSW license, 5+ clinical experience. Part-time, Remote; on location

Intern

Gain knowledge of the workings of a non-profit organization. Training and mentorship provided. Focus on specific projects and clerical duties as needed. Part-time, hours flexible, paid position