

Community Partner Position Description

Thank you for your interest in partnering with the International Essential Tremor Foundation. Please read through this position description to get a better understanding of the responsibilities, qualifications and benefits of partnering with IETF. Call the IETF Support Group Liaison with any questions, 888.387.3667.



Community Partner Program

The International Essential Tremor Foundation is a 501(c)(3) not-for-profit based in Overland Park, Kansas with a mission to provide global educational information, services and support to those affected by essential tremor, their families and to health care providers, while promoting and funding research.

IETF Community Partners are individuals who are employed by a hospital or health care provider and manage or oversee a variety of support groups.

Community Partners in each community work with the IETF Support Group Liaison:

- To increase awareness about ET within each community
- To provide a local contact for support and educational information

Responsibilities:

- Maintains an active support group with a minimum of (3) three meetings per year.
- Utilizes position to retain guest speakers, as needed.
- Disperses literature provided by the IETF to support group members, as needed.
- Records and reports hours served, group accomplishments and general milestones.
- Communicates with the IETF for marketing purposes: Meeting updates=4-6 weeks, material and mailing requests=4-6 weeks, monthly volunteer hours log=within 5 days of month end, group accomplishments and general milestones=as needed.

Qualifications:

- Currently employed by a hospital or other professional health care provider
- Desire to help educate others about essential tremor.
- Ability to communicate with diverse groups of individuals, regardless of age, race, ethnicity, income, religion or political affiliations. Experience in public speaking or a desire to do so is a plus.
- Impeccable community reputation and ethical behavior.
- A thorough knowledge of essential tremor
- **Must have access to the Internet and an email account. (This is required)**

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Reports To:

IETF Support Group Liaison.

Benefits:

- Waiver of annual membership fees.
- Ability to bring people together in a positive, loving and nurturing environment.
- Recognition for milestones and achievements.

Application Process:

Here are the steps to becoming an IETF volunteer:

1. Review position description,
2. Complete and submit application for volunteer service.

Once your application has been approved, there are only one more steps:

3. Complete and submit a personal interest survey.

Completed application must be submitted to the Support Group Liaison by mail or email rebecca@essentialtremor.org. Please allow 1-2 weeks for review.

Never doubt that a small group of committed people can change the world. Indeed, it is the only thing that ever has.
-Margaret Mead