



Presentation Coordinator

Job Description

Volunteer Reports To: Survivor Programs Manager

Summary: The Presentation Coordinator is responsible for all aspects of coordinating the speaker's bureau and health fairs, including organizing materials, logistics, and facilitating trainings for volunteer speakers.

Essential Duties and Responsibilities:

- Develop timeline for duties of the position, deadlines and events
- Gather materials for Komen Essentials, and Komen breast health information both written and power point presentations
- Handle all logistics related to the trainings
- Develop a tracking system for inventory of materials, including the events that are scheduled
- Organize trainings and logistics prior to events, including the Grantee Luncheon
- Contact volunteers and schedule training sessions
- Make recommendations for volunteer placement and participation
- Other duties as assigned

Requirements:

- Excellent communication skills, both written and verbal
- Able to work independently
- Leadership skills
- Good organization skills
- Presentation skills training (provided)

Benefits:

- Knowledge that you are working as a team to provide an opportunity for breast cancer survivors and friends to receive important information on breast cancer health

We can't do it without you!