

Epilepsy Services Foundation

Program Coordinator – Helping families navigate their child’s diagnosis of epilepsy while providing support, education, and opportunities to network with other families in a comparable situation.

This is a part-time position for 25 – 30 hours per week.

Since 1973 Epilepsy Services Foundation has been providing programs and services to children, teens and young adults with epilepsy and their families in west central Florida. ESF is Committed to creating a better future and environment for persons affected by epilepsy.

Epilepsy Services Foundation... Where kids can be kids. Where families find support. Where hope endures.

Position Summary

The Program Coordinator will implement education, epilepsy awareness and family support programs, evaluate the effectiveness of all programs, and recommend potential innovative programs aligning with the mission of ESF. Other key duties involve support of fundraising events, community outreach and direct involvement with individual families.

Essential Duties and Responsibilities:

- Thorough understanding of, or ability to quickly learn, the types of epilepsy and seizure disorders, treatment options and the effects of seizures and medications in the every day life of children, teens and young adults with epilepsy and seizure disorder.
- Able to effectively devise strategies to enhance and facilitate ESF’s awareness and education programs.
- Responsible for overseeing the awareness and education programs by providing information and teaching various topics on epilepsy and seizure disorder as needed.
- Assist the Executive Director with community outreach opportunities, partnerships, and Foundation events.
- Assist the Executive Director with enhancing the Foundation’s brand image by being an ambassador for ESF in the community, active and engaging with families and volunteers, and by collaborating closely with other community organizations.

Required Qualifications:

- High School diploma/GED, associate degree or higher preferred.
- 2 – 3 years of administrative, educational and/or program delivery experience, nonprofit preferred.
- Must be certified in seizure first aid or achieve certification within 6 months of employment.
- Some previous medical knowledge/training preferred.
- Excellent verbal and written communication skills on phone, in person, one-on-one/public speaking and in writing.
- Strong customer service skills to communicate with families in times of crisis.
- Bi-lingual (Spanish) preferred.

To apply, send resume to kathie.michael@epilepsysf.org