Online Program Coordinator

The National Kidney Foundation of Wisconsin is a small non-profit organization. We are looking for a volunteer to assist with online programming for state-wide patient programs.

This position will assist with, but not limited to, the following:

- Support online programming webinars (Zoom, Facebook Live). Help with running, recording, managing Q&A, follow up survey, etc. (programs 1-3x/mo).
- Utilize video editing software and audio to coordinate webinars.
- Support PowerPoint development for the online programming.

Volunteer title: AV/Online Program Coordinator

Requirements/Attributes:
- Knowledge of Zoom platform, Facebook Live and livestreaming capabilities (or similar).
- Knowledgeable of PowerPoint.
- Knowledgeable of video editing software (eg Windows Photo, Movie Maker, Imovie).
- Strong computer skills and basic understanding of an office environment.
- Work experience in online programming a plus
- Able to quickly learn and use new tools
- Knowledge of conference/classroom A/V systems a plus
- Reliable, flexible, respectful, and a team player
- Respectful of confidentiality and privacy of the data on the systems.
- Providing your own laptop a plus.

Time Commitment: Part-time with flexible hours, 4-5 hours/week. This position requires night and weekend programs. We hold programs 1-3 times a month.

Work location: 10909 W. Greenfield Ave. Suite 201, West Allis. Public transportation is close to our office.

Other: This an unpaid volunteer position

To Apply: Send resume and cover letter to info@kidneywi.org.

Purpose of Position: The NKFW strives to create accessibility for patients, caregivers and health care providers in any of the programs we provide. This role is critical to making sure we can reach our audience in a consistent manner.

The National Kidney Foundation of Wisconsin (NKFW) is committed to improving public health and reducing the impact of chronic kidney disease in Wisconsin. Through its awareness and prevention campaigns; educational offerings; kidney health screenings; professional education programs; organ and tissue donor awareness events; and advocacy initiatives the NKFW is known as the leading promoter of kidney health and organ donation in Wisconsin.

Incorporated in Wisconsin in 1968, the NKFW offers free educational and screening programs, a local helpline, services and support for dialysis patients, transplant recipients, living donors, individuals who are at-risk or waiting for a transplant, family members and healthcare providers.

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