National
Multiple Sclerosis
Society

Program Manager: MS Ambassador Program

Position Overview:

Managing the MS Ambassador program includes securing Ambassador representation for community awareness activities (health fairs, corporate engagements, event team meetings, etc.), tracking and reporting event attendance, and identifying potential awareness venues.

Key Responsibilities:

- The Manager will be responsible for initiating contact with MS Ambassadors and coordinating representation at community engagements.
- Organize and maintain a list of events, contacts and details of each community engagement and the Ambassador scheduled to attend.
- Follow up with each Ambassador regarding their experience and collect Program Evaluation Forms to be completed by Ambassadors.
- Assist with recruitment, training and management of MS Ambassadors.
- Identify venues and opportunities for MS Ambassadors to promote awareness of the National MS Society, the mission and the programs and services we offer.

Education and Support

- A training focusing on the history of the National MS Society, MS and the current programs and support we offer to those living with MS will be provided.
- Community Development Manager will provide pertinent program information and guidance.

Qualifications and Time Committment

- Strong communication skills; both oral and written and strong organizational skills
- Ability to manage people and projects
- Computer knowledge (ability to use a variety of Microsoft Applications)
- One year commitment is requested at approximately 2 hours per week

Impact

- Increase awareness of MS and the Society which will in turn increase volunteerism, fundraising and support.

If you are interested in this volunteer position, please contact Beth Snyder at beth.snyder@nmss.org or (405) 488-1300.