



National
Multiple Sclerosis
Society
Greater
Northwest
Chapter

Volunteer Job Description

TITLE: MS Ambassador

DEPARTMENT: Community Relations

REPORTS TO: Lauren Spero, Volunteer Manager

JOB SUMMARY:

Our mission at the National MS Society is to mobilize people and resources to drive research for a cure and to address the challenges of everyone affected by MS. We keep our communities moving forward by breaking down barriers and providing opportunities so that everyone who wants to do something about MS can contribute.

MS Ambassadors expertly represent the Society's movement for a world free of MS by mobilizing the community and increasing public understanding, awareness and education of MS.

More specifically, MS Ambassadors will be responsible for:

- Educating the general public and internal audiences about MS, the Society and Chapter activities by participating in local health fairs, visiting community/civic groups, public speaking opportunities, and media appearances
 - Attending Chapter programs, fundraising events, and team fundraisers/kick-offs to talk about the Society and Greater Northwest Chapter
 - Advocating locally and nationally for issues that impact the MS community
 - Recruit new volunteers, clients, and participants for Chapter activities
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IMPACT:

As spokespeople for the Chapter and Society, MS Ambassadors are grassroots volunteers that spread the word about MS in their community. Their knowledge about the Chapter's advocacy, support, research, and fundraising gives MS Ambassadors the chance to increase the capacity of the Chapter, thus moving us closer to achieving our mission of a world free of MS.

TRAINING AND SUPPORT:

Ambassadors have access to Chapter and Society publications in order to adequately relay information about the Society. Additionally, Ambassadors will receive training in:

- Greater Northwest Chapter Volunteer Orientation, including education on MS, the Society, and the Greater Northwest Chapter
 - MS Ambassador Training and Orientation
 - Training on how to effectively share your story in various formats
 - Quarterly update meetings to provide MS Ambassadors with information on the latest MS Research, the NMSS, and the Greater Northwest Chapter news
 - Other training and orientation, as needed.
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QUALIFICATIONS:

- Proactive and passionate about the mission of the National MS Society
 - Comfortable speaking to groups and individuals about multiple sclerosis, the Society and the Chapter
 - Demonstrated reliability and professionalism
 - Basic computer skills and ability to respond to emails from Chapter staff
 - Reliable transportation to and from presentation locations
 - Strong interpersonal communication skills
 - Maintain knowledge of current programs and services offered by the Greater Northwest Chapter
 - Establish and cultivate relationships with community-based agencies in an effort to expand programs and services for people with MS
 - Ability to speak in alignment with the National MS Society's mission and brand
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COMMITMENT:

- Minimum one-year commitment to the MS Ambassador program
 - Specific time commitments for each Ambassador will vary depending on how many community events they attend. At the least, Ambassadors can expect the following:
 - Attend quarterly update conference calls
 - Attend or participate in at least four community engagements per year
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PROCESS:

- Fill out an MS Ambassador Interest Form
 - Attend a Chapter Orientation session or complete the Virtual Volunteer Orientation
 - Participate in MS Ambassador trainings
 - Have a conversation with Chapter staff member to learn how your skills and interests can be best utilized through the MS Ambassador program
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CONFIDENTIALITY:

The Greater Northwest Chapter of the National Multiple Sclerosis Society has an obligation to safeguard the confidential nature of personal information and shall not disclose, in an individually identifiable way, information about a particular person without the person’s expressed authorization. All volunteers are expected to safeguard confidential information to the degree that their volunteer position is given access to the identity and details of persons living with multiple sclerosis and their families.

I have read and understand this position description and agree to work to accomplish the responsibilities outlines above. I also agree to work with a team spirit to support the National Multiple Sclerosis Society in accomplishing its mission to end the devastating effects of multiple sclerosis.

Ambassador Name (please print): _____ Date: _____

Ambassador Signature: _____ Date: _____

Supervisor Name: _____ Date: _____

Supervisor Signature: _____ Date: _____

Contact Lauren Spero at lauren.spero@nmss.org for more information.