



## VOLUNTEER POSITION DESCRIPTION

- Job Title:** H4ML Near Me Coordinator
- Purpose:** The position of H4ML Near Me Coordinator has been created to establish Local Partners. Outreach is one of Hoosier's for Medical Liberty's initiatives designed to promote education, informed decision making, and activism.
- Location:** The H4ML Near Me Coordinator will work from their own home utilizing the technology they have available including a computer and internet access. An email address will be provided to communicate with Local Partners.
- Key Responsibilities:** The H4ML Near Me Coordinator:
- (1) Helps develop documents and resources for Local Partners to streamline set up.
  - (2) Analyzes "Meeting Review" sent by Director and follows up as appropriate with Local Partners. Identifies concerns or areas for growth and follows up.
  - (3) Helps identify and recruit Local Partners
- Reports to:** Board Director (Ashley Grogg)
- Position Duration:** The duration of the position will last a minimum of 12 months. There is no limit to the duration of the position providing the volunteer is happy and achieving satisfactory work.
- Time Commitment:** Depending on the number of local partners and burden of review there may be multiple individuals in this position. Time commitment may be 4-16 hours per month (1-4 hrs per week). If time commitment exceeds volunteer comfort level or these estimates, Coordinator to follow up with Director and discuss adding another coordinator.
- Qualifications:** Eligible candidates for H4ML Near Me Coordinator must have their own technology capable of reviewing excel documents as well as stable phone and internet connections.
- Benefits:** The H4ML Near Me Coordinator will be a pivotal part of the growth and effectiveness of Hoosiers for Medical Liberty and can take pride in their contributions to Medical Liberty.

