

CIDP GA Program Development Job Description

Recruiting / Marketing

Social Media management

Research / create marketing strategies

Create marketing materials

PowerPoint for CIDP TV monitor

Assist with Recruiting events

Marketing materials for community service project - Fundraising

Other Responsibilities

Work at the front desk

Answer phone calls

Answering people's questions and requests as they visit the CIDP Office

Check to see if there is anything urgent

As assigned

Expected Hours

Up to 10 per week as needed

Your Responsibilities

Give reports of what you have accomplished each day you have worked.

Communicate with Program Director and Admin Assistant when you can't make it in for work.