

ONE PERSON CAN MAKE A DIFFERENCE!

You can be that person!

Online Outreach and Marketing:

Brief Description:

As a part of our marketing and branding plan, CCFA utilizes social networking sites, free community calendars, blogs and listserves. The information on sites that are currently being used (Ex: Facebook, Linked-In, Metromix, Idealist, etc.) needs to be updated regularly and as needed with current events. We are also looking to expand our online marketing capabilities by researching new sites and new ways to promote our organization over the web.

Skills Needed:

Proficient comfort and skill with using the Internet
Basic website management experience
Comfort with social networking sites and the blogosphere

Grant Research and Proposal Drafts

Brief Description:

In order to fund research and education programs, CCFA applies for corporate and foundation grants throughout the year. This job requires online and database research for current and prospective funders. Records of research, prospective profiles and files of each organization need to be created and maintained. Once research has been compiled and priorities set forward, draft proposals and compilation of organizational materials will follow. Online applications may need to be completed as a preliminary to grant proposals as well.

Skills Needed:

Proficiency with internet research
Proficiency with search parameters in databases
Proficient writing skills

Community Outreach and Marketing

Brief Description:

CCFA spends a lot of time promoting its many events and education programs throughout the Chicagoland area. We utilize staff, volunteers, members and supporters to assist us in the distribution of posters, brochures, and leaflets that inform community members of our activities and programs.

This job requires canvassing businesses, schools and community centers to host our materials. It also entails researching and soliciting prospective businesses via telephone and email.

Several times a year, material is distributed to doctor's offices through Partners-In-Care which keeps our relationships strong and allows patients easy access to our information.

Skills Needed:

Comfort with speaking to individuals to promote CCFA
Comfort with maps, directions and logistics
Personal transportation necessary **

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Public Speaking and Education

Brief Description:

CCFA is given the opportunity throughout the year to present its programs and activities in a public speaking forum. Oftentimes, these engagements are hosted at businesses or organizations that have requested a spokesperson. We will be researching and attending various tabling opportunities available at hospitals throughout the Chicagoland area that give us the opportunity to engage doctors, nurses and other health care personnel.

This job requires speaker's training with chapter staff as well as familiarity with CCFA materials. Individuals will need to be comfortable speaking shortly with individuals about the foundation.

Skills Needed:

Comfort in a public speaking setting
Personal transportation necessary **

Community, Health, and School Fairs

Brief Description:

CCFA works hard to be out in the community bringing information about our programs to different neighborhoods, health forums and schools. We are given opportunities that allow us to bring a table and materials to public and private functions where other organizations and companies are also invited to promote their products to the public. This requires familiarity with CCFA materials and being able to introduce people to our programs and activities.

Skills Needed:

Some public speaking
Comfort in a public setting
Personal transportation necessary **

Event Assistant

Brief Description:

We are always working hard to promote our fundraising events. We utilize staff, volunteers, members and supporters to assist us in the distribution of posters, brochures, and leaflets that inform community members of our activities and programs.

The individual needed for this job will be able to do some or all of the following: 1) Work with event managers in creating and implementing grass roots marketing strategies; 2) Assist with the submission of press releases to electronic and local print/media contacts; 3) Secure in-kind donations for participant incentives; 4) Research and pursue corporate support and sponsorship; 5) Assist in recruiting participants for the events. Attend and help facilitate such recruitment events; 6) Follow up with recruitment leads and assist the in signing up new recruits; 7) Assist with some administrative duties. For example, website updates; creating/filing Team Challenge participant profiles; organizing event material such as flyers/posters, etc.

Skills Needed:

Personal transportation necessary **
Great organizational and interpersonal skills
Great oral and written communication skills

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Young Professionals Group – Planning Committee

Brief Description:

The Young Professionals Group was founded in 2003. We are a committee of the Illinois Chapter of the CCFA and are dedicated to finding a cure for Crohn's disease and ulcerative colitis. The CCFA YPG is focused on an important core constituency, the young professional.

The CCFA Young Professionals Club is a group looking for creative and dynamic people with exciting ideas to help raise awareness about Crohn's disease and Ulcerative Colitis. ANYONE can join, whether you have the disease or not, and the level of commitment is solely up to you.

Skills Desired:

Passion for community health development
Proficient public speaker
Communications experience with new and social media
Fundraising and event planning
Great organizational and interpersonal skills

*** Personal transportation requires that the participating individual has access to a vehicle for the purposes of attending off-site opportunities.*