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TITLE: Pulmonary Fibrosis Foundation (PFF) Ambassador – Volunteer Position

TIME COMMITMENT: PFF Ambassadors should anticipate the following commitments:

- 1) Onboarding training and education over the first six months in the program. Including a two-day virtual training and approximately 20 hours spent writing a PFF Ambassador story.
- 2) Attend monthly teleconferences.
- 3) Virtual speaking engagements at various events throughout the year. Potential for in-person events with periodic travel as needed.
- 4) Ongoing instruction and development opportunities.

After completing six months of onboarding training, PFF Ambassadors will have a term of three years.

EVENTS: PFF Ambassadors present at conferences, events, support group meetings, and other opportunities throughout a term. PFF Ambassadors may also participate in events such as advisory boards or focus groups to help provide insight into the experiences of living with pulmonary fibrosis (PF). Virtual events should be expected for most opportunities. PFF Ambassadors may be requested to travel for an event which will be coordinated with the PFF and the Event Leader; travel is not currently required to participate in the program. It is estimated that PFF Ambassadors will engage in anywhere from 2-4 events per year based on number of PFF Ambassador requests, availability of individual PFF Ambassador, and designation of assignment.

OVERVIEW: The PFF Ambassador position is a volunteer position.

PFF Ambassadors complement the PFF's disease awareness and educational strategy and are available to speak at PFF Care Center Network events, support groups, fundraising events, and other disease awareness programs.

Comprising a diverse and dynamic group of patients, caregivers, lung transplant recipients, family members, and those who have lost a loved one, PFF Ambassadors undergo formal training to prepare for speaking and advocating on behalf of the Pulmonary Fibrosis Foundation and the pulmonary fibrosis community.

OVERVIEW (continued): PFF Ambassadors offer hope and inspiration to those affected with pulmonary fibrosis by speaking about their experiences, promoting disease awareness, and providing up-to-date information.

Honoraria is available for participation in designated events.

DESCRIPTION OF DUTIES AND EXPECTATIONS: PFF Ambassadors will have all the responsibilities including, but not limited to, the following:

- Work closely with members of the PFF team to carry out the mission and objectives of the Foundation as approved by the Board of Directors.
- Participate in training sessions hosted by the PFF focused on public speaking skills and development of personal story regarding connection to pulmonary fibrosis with a call to action for audience members.
- Coordinate with assigned writing consultant to draft and finalize short personal biography and abbreviated personal story. **Must be completed within the first three months after introduction to writing consultant from the PFF.**
- Attend conferences, educational events, and other meetings both virtually and in-person as requested and assigned to share personal story, promote disease awareness and education, represent the experiences of people living with PF, and distribute PFF resources. Participate in media opportunities as requested and assigned as well.
- Communicate regularly with the PFF Programs staff on the acceptance of PFF Ambassador assignments and feedback of assignments. Complete any additional forms as necessary. Report forms will be provided as needed.
- Attend and participate in monthly PFF Ambassador teleconferences led by PFF staff for additional training, information, and networking opportunities. Engage with fellow PFF Ambassadors on the online platform, Mobilize, for updates and discussion about the PFF Ambassador Program.
- Attend PFF Disease Education Webinar Series, PFF Support Groups on Zoom (PFF Caring Conversations, PFF Voices, and PFF Lung Transplant Community Support Group) and other educational opportunities as schedule permits to continue to expand disease knowledge and represent the PFF.
- Engage in the PFF Ambassador Mentorship Program as a mentee for the first year of your PFF Ambassador term. Transition into the mentor role for the following two years. Coordinate quarterly mentorship meetings to assist with the start of the ambassador program, learn from each other's experience, develop a deeper knowledge base, and build upon your PFF network.

QUALIFICATIONS:

- Personal connection to the pulmonary fibrosis community, such as a member of the patient, caregiver, lung transplant recipient or lost a loved one community.

QUALIFICATIONS (continued):

- Patients with all forms of PF, including but not limited to idiopathic pulmonary fibrosis, autoimmune related interstitial lung disease, hypersensitivity pneumonitis, radiation-induced PF, occupational PF, and other types of PF are encouraged to participate.
- Sound disease education and ability to spread disease awareness, share personal connection to the disease, and advocate for the patient community.
- Effective communication skills, reflecting an understanding of the appropriate use of communication technologies and an appreciation that different audiences may require their own approach. Comfortable with public speaking in front of a variety of audiences, including the general public, patients, caregivers, lung transplant recipients, healthcare professionals, donors, and more.
- High degree of empathy and initiative.
- Sound decision-making skills.
- Experience using online platforms for virtual meetings, presentations, and group discussion.

The PFF Ambassador position is a volunteer position and can be terminated at any time during the term at the discretion of Pulmonary Fibrosis Foundation staff and/or the PFF Ambassador.