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

TIME COMMITMENT: PFF Ambassadors should anticipate the following commitments: 1) Monthly teleconferences 2) In-person and virtual speaking engagements at various events throughout the year with periodic travel as needed 3) Ongoing training and development opportunities.

PFF Ambassadors have a term limit of three years.

TRAVEL: Travel is currently suspended due to COVID-19. Once it is safe to travel again, PFF Ambassadors will travel to conferences, events, support group meetings, and other opportunities throughout the year; Estimated travel is anywhere from 2-4 times 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, and health care professionals, PFF Ambassadors undergo formal training to prepare for speaking and advocating on behalf of the Pulmonary Fibrosis Foundation and the pulmonary fibrosis community. 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.

Travel costs are covered by the PFF due to generous grants. Honoraria are available for attending 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 Director.

- Attend training session(s) 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 initial training.
- Attend conferences, educational events, and other meetings both virtually and in-person (when safe) as requested and assigned to share personal story, promote disease awareness and education, 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 PFF Ambassador Program Mobilize web platform.
- Participate in PFF Disease Education Webinar Series, telephonic PFF support groups (PFF Caring Conversations, PFF Voices and the Lung Transplant Support Group) and other educational opportunities as schedule permits to continue to expand disease knowledge and represent the PFF.

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.
- Sound disease education and ability to spread disease awareness, share personal connection to the disease, and advocate for the patient community.
- Effective verbal and written communications skills, reflecting an understanding of the appropriate use of communication technologies and an appreciation that different audiences may require their own approach. Comfort 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.

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.