

Job Description

Support Group and Resource Person Coordinator

- Process applications for health professionals and lay people volunteering to become Support Group Leaders of Resource People.
- Send Information and survey to applicants.
- Evaluate potential candidates.
- Send Affiliation Agreement to suitable candidates.
- Send start-up packets to those returning signed Affiliation Agreement in a timely manner.
- Communicate as requested or as necessary with Group Leaders, group Members, and Resource People.
- Communicate by phone and email annually with all volunteers from Support Group and Resources.
- All information up-dated on a weekly bases.
- Coordinate new Ideas for Support Group and Resources People.
- Assist and answer calls on the hotline or email offering support to families and those suffering from eating disorders.
- Prepare quarterly report to Group Leaders and Resource People
- Encourage Group and Resource People to undertake Candle Light Vigil and raise funds for ANAD.

SKILLS: Professional Windows, Publisher, Access Database, Spreadsheets, Power Point, Microsoft Word, Excel, Work Perfect, Internet.

**NATIONAL ASSOCIATION OF ANOREXIA NERVOSA AND ASSOCIATED
DISORDERS**

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