



The Vascular Birthmarks Foundation

VBF Global Ambassador Coordinator

Position Summary

The Vascular Birthmarks Foundation (VBF) is the leading not-for-profit providing support and resources to individuals and families living with Vascular Birthmarks, Anomalies and Related Syndromes (VBARS). The foundation is hiring a VBF Global Ambassador Coordinator who is motivated and will provide outstanding leadership for the VBARS volunteer community. The VBF Global Ambassador Program (VBFGA) is an international network of volunteers that supports the VBF through awareness, education, fundraising and other VBF activities. The VBF Global Ambassador Coordinator reports directly to the Chief Operating Officer (COO) for VBF and will be the liaison between the VBF and 300+ volunteers. This position requires a highly creative and detail-oriented individual who can collaborate with a team, prioritize, and manage multiple projects within a fast-paced environment. The role is primarily focused around graphic design and marketing coordination activities related to social media, webpage, and fundraising events.

Roles & Responsibilities

- Provides oversight of the VBF Global Ambassador Program, a 300+ (and growing) volunteer network that supports the VBF.
- Acts as the manager of the VBF Global Ambassador Council, a group of volunteers who lead five committees (Virtual/Regional Meet-ups, Anti-Bullying, Awareness, Fundraising, and Parent Advocacy).
- Actively engages and supports volunteers in each VBFGA committee, providing guidance, supervision and inspiration to motivate the volunteer community.
- Coordinates with the VBF Marketing & Communications Manager to increase outreach for VBF awareness and fundraising events.
- Assists the VBF Marketing & Graphic Design Coordinator with updating and creating content.
- Assists in the organizing of promotional events and traditional or digital campaigns. Attendance to events is minimal, but light travel may be required.
- Assists in the composition and posting of online content on the VBF website and social media accounts related to the VBFGA program.
- Uploads and updates VBF Global Ambassador profiles to the VBF website.
- Coordinates with Give2MyVBF fundraiser events, assisting the community with staff support.
- Updates the VBF Global Ambassador training program.
- Participates in social media engagement activities, as assigned.
- Supports community fundraising activities and program events.
- Undertakes daily administrative tasks to ensure the functionality and coordination of the department's activities.
- Recruits and trains VBF Global Ambassadors and works proactively to expand our network of volunteer ambassadors.
- Creates and updates monthly and quarterly reports for VBF executives and board members.
- Performs other related duties as assigned. (put this line item last)
- Hosts virtual and in-person events for the VBF Global Ambassador Program.
- Manages the VBF Global Ambassador Council and related activities.



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SKILLS & ABILITIES

- Minimum 2 years of experience as a VBF Global Ambassador volunteer.
- Inspirational leader with managerial skills.
- Preferred skills as a graphic designer.
- Knowledge of Hootsuite for social media scheduling and MailChimp for direct email is a plus.
- Ability to prioritize, organize, and manage time effectively while overseeing multiple projects.
- Experience with Google Docs/Sheets and Basecamp is preferred, but will train.

Hours: *Part Time, 10 hours/week. Flex-time or added hours as workload dictates.*

Compensation: *Hourly rate of \$25 per hour.*

Location: *United States of America (100% remote, minimal travel required).*