

POSITION DESCRIPTION: Volunteer Humans of ME/CFS Project Editor

Overview

Position Location: Remote
Reports to: Advocacy and Engagement Manager
Position Commitment: 5-7 hours / week

The Project:

The Solve ME/CFS Initiative has launched a campaign to help increase awareness of —and ultimately research funding for—Myalgic Encephalomyelitis/Chronic Fatigue Syndrome. The campaign, “Humans of ME/CFS” is a takeoff of the popular “Humans of New York” photoblog and Facebook page.

The aim of the campaign is to show the faces and stories of those suffering from ME/CFS so that those who are in charge of allocating research funds cannot deny the widespread devastation this disease has inflicted on so many for so long. - See more at:

<http://homecfs.solvecfs.org>

The Role:

Responsible for editing and overseeing submissions for the Humans of ME/CFS Project, this individual will have the unique opportunity to help engage patients, contribute to organizational communications, and assist a groundbreaking patient project.

Responsibilities

- Access and convert to correctly formatted word documents backlogged submissions for the Humans of ME/CFS project
- Edit the submissions for basic and consistent grammar, punctuation, and clarity
- Review the submissions for key communications “pull quotes” for use in social media and building communications and awareness
- Update and report progress into tracking spreadsheets

Qualifications and Experience

The ideal candidate would have the following capabilities and qualities:

- Understanding and experience with ME/CFS – a strong plus
- Trustworthy – receiving access to personal and sensitive information and respecting patient privacy
- Proven written skills, ability to read, write and edit in English
- Computer skills – MS word, MS excel
- Internet navigation – e-mail, file sharing, internet browsers