

**Position Title:** Long COVID Community Specialist

**Position Location:** Remote, US based

**Reports to:** Long COVID Alliance Executive Committee

**Position Status:** part time (10-20 hours/week), hourly. 6 month contract

**Compensation:** \$25-35/hour, depending on experience

## **Background**

The Long COVID Alliance (LCA) is seeking a highly-motivated, organized, and creative individual to staff the LCA executive committee and support the coalition as it works in conjunction with other advocacy organizations. This position will be pivotal in coordinating communication and fostering collaboration across organizations that share a commitment to helping the many millions suffering from Long COVID and achieving a comprehensive and meaningful national response.

**Solve ME/CFS**, a co-founder of the Long COVID Alliance, is a non-profit organization, established in 1987, whose purpose is to make ME/CFS and Long Covid understood, diagnosable, and treatable. The **Long COVID Alliance** is a network of patient-advocates, scientists, disease experts, and drug developers who have joined together to leverage their collective knowledge and resources to educate policy makers and accelerate research to transform our understanding of post-viral illness.

## **Responsibilities**

- **Primary responsibility for scheduling and facilitating Long COVID Alliance meetings (Zoom, Skype, teleconference, etc.) and managing the Long COVID Alliance master calendar, including executive committee meetings, working group meetings, and full Alliance monthly meetings.**
- Manage the communications channels of the Long COVID Alliance including,
  - Website (incorporating analytics)
  - Social media channels (Twitter and Instagram)
  - Webinars, listening sessions, and virtual events
  - Email communications and updates
  - Slack channels
- Primary point of contact for media requests and responsible for coordinating and scheduling interview requests in collaboration with other team members.
- Develop, manage, organize, and oversee a digital library of Long COVID Alliance documents, materials, communications, and files, with the capability to include and share materials developed by other Long COVID organizations.

- Serve as primary point of contact and staff liaison for Long COVID Alliance Executive Committee and jointly lead a dynamic Alliance of patient advocates, medical providers, researchers, companies, while fostering diversity and collaboration.
- Other tasks as needed

### **Qualifications**

The ideal candidate would have the following capabilities and qualities:

- Experience with patient engagement and advocacy, with familiarity of Long COVID and/or associated conditions
- Committed to goals and values of the Long COVID Alliance as described in the [Membership Statement](#) and [Core Evidence Review](#)
- Proficiency with Microsoft Office 365 and Google Drive suite
- Excellent organizational skills
- Ability to manage and prioritize multiple projects
- Highly-proficient in oral and written communication, including the use of graphics and visuals – Bachelor's degree preferred
- Interest in community building work, joining a team deeply committed to improving the lives of people with Long COVID
- Reliable team player who will be a collegial partner to committee members, staff, constituents, and external stakeholders
- A professional and resourceful style; the ability to work both independently and as a team player and to take initiative and manage multiple projects and tasks.
- Experience and/or comfortable working with diverse individuals on a spectrum of ability function

To apply, please email with subject line “Long COVID Community Specialist” your resume, cover letter, and three references to [solvecfs@solvecfs.org](mailto:solvecfs@solvecfs.org)