



Regional Outreach Manager, Western MN Region

About Us

Founded in 1954 and headquartered in Saint Paul, the Epilepsy Foundation of Minnesota (EFMN) serves the state of Minnesota. We are a mission-driven organization working to educate, connect, and empower people about issues surrounding epilepsy and seizures. Our vision is a where no one journeys through epilepsy alone. In order to make that vision a reality, our dedicated staff provide a wide range of programs and services for people with seizures, their families, and the wider community.

On a practical level, this can mean building 1:1 relationships with people with epilepsy and their support circles, delivering trainings to teachers and school nurses who have a child with epilepsy in their care; facilitating support groups for adults living with epilepsy; running a summer camp for children who might not otherwise be able to attend one; offering no cost seizure first aid trainings; designing awareness campaigns to educate the general public about epilepsy and fight the stigma surrounding seizures; coordinating events to bring together people impacted by epilepsy; sharing community resources through our Information Services hotline; advocating for those living with epilepsy and so much more.

EFMN offers a vibrant and team-driven atmosphere with a strong commitment to our community and to our mission. For more information about EFMN, please visit our [website](#), check out our pages on [Facebook](#) and [Linked In](#), or read our [2020 Annual Report](#).

POSITION OVERVIEW

The Regional Outreach Manager, Western Minnesota Region, is located out of the Moorhead MN area. The most important core skill for this position is the ability to build and maintain relationships with people impacted by epilepsy and the organizations that support them to ensure that no one journeys alone through epilepsy. The manager serves a region that includes a focus on three hub communities and is the primary Epilepsy Foundation of Minnesota point of contact for the region. The Western MN region's 2022 focus hub communities include Moorhead, Bemidji and Marshall.

ESSENTIAL DUTIES AND RESPONSIBILITIES

RELATIONSHIP MANAGEMENT

Community Outreach (CONNECT)

- Maintains and builds a portfolio of people with epilepsy in the region to deepen their engagement with the Epilepsy Foundation of Minnesota.
- Hosts monthly gatherings and programs in hub communities that engage people with epilepsy.
- Populations of focus: youth and families, young adults and adults.
- Builds strong partnerships with organizations that serve people with epilepsy in the hub communities to include but not limited to:
 - School Nurses and Schools
 - Hospitals & Clinics
 - Communities of color, Native communities and identified underserved communities

- Works collaboratively with government agencies that serve people with epilepsy.
- Recruit, train and oversee regional volunteers to help host events and programs.
- Establish and maintain a Regional Advisory Committee comprised of members from the three hub communities.
- Supports, promotes and provides input, when requested, to EFMN initiatives for people with epilepsy including:
 - Day at the Capitol – recruits grassroots advocates
- Walks – identifies regional walk chairs and recruits walk participants
- Camp – recruit campers
- Shining Stars – recruits and supports Shining Stars in the region
- Seizure Trainings

Information Services (EMPOWER)

- Provides basic 1:1 support to individuals, caregivers, professionals and organizations in region to ensure access to epilepsy related resources
- Utilizes Information Services case rubric to determine case level- basic or complex.
- When case is determined to be complex, passes that case on to the Information Services Manager for completion.
- Completes follow up on each information service case created.

Education (EDUCATE)

- Maintains a comprehensive understanding of EFMN’s education presentations and trainings.
- Directs school staff and school nurses to on demand trainings through epilepsy.com
- Follows up and provides 1:1 resources as needed
- Directs people and organizations to virtual live and/or on demand training and provides in-person trainings as necessary.

ADMINISTRATIVE

- Utilizes Salesforce for contact tracking and reporting.
- Provide grant proposal and report information as needed.
- Manage regional expenses.

POSITION REQUIREMENTS:

- Bachelor’s degree with one year of community health and/or program development and implementation experience or equivalent combination of education and experience.
- One year experience working with volunteers.
- Must possess a valid driver's license, proof of current insurance coverage and dependable transportation.
- Proficient in Microsoft Office and electronic communication platforms such as Zoom.
- Proven public speaking and presentation skills.
- Demonstrated commitment to racial equity, social justice, and health equity.
- Demonstrated ability to work with individuals of varying abilities and from diverse backgrounds.
- Work done from home

TRAVEL

- Regular travel expected in assigned regions. Monthly overnight travel expected in Greater MN regions. Regular evening work expected in all regions (4-6 days/month average). Occasional weekend work expected.
- Must possess a valid driver's license, proof of current insurance coverage and dependable transportation.

Compensation and Benefits:

We offer a competitive, comprehensive total compensation package.

A core benefits package includes short- and long-term disability and life insurance with related premiums covered 100% by EFMN. Additional options include medical (HDHP and copay plan options) and dental insurance with EFMN covering 85% of related premiums for employee coverage. Ongoing professional development opportunities are available to all office staff and our time off package includes PTO and holiday pay.

How to apply:

Qualified candidates should submit a cover letter, resume and references all in one document (PDF preferred) to careers@efmn.org

