Volunteer Opportunities for the Foundation for PIHMA Research and Education

The Foundation has need of a variety of volunteer positions. These vary over time depending on need and whether these positions have been filled. Please consult with the most up to date listing on the Foundation website for further information.

Committees

- Information Technology (IT) Committee
  Chair: Todd Rowe
  Purpose: Provides advisory input to the Foundation regarding information technology.
  Meets: Monthly, in person or by phone, for about 90 minutes.

- Fundraising Committee
  Chair: Todd Rowe
  Purpose: Carries out fundraising for capital campaigns.
  Meets: Monthly in person or by phone for 90 minutes.

- Library Committee
  Chair: Aniko Pinter
  Purpose: Provides advisory input regarding National Library of Traditional Medicine.
  Meets: Meets Monthly for one hour by phone

- Marketing Committee
  Chair: Jonathan Lindsey
  Purpose: Markets all Foundation and PIHMA programs.
  Meets: Meets weekly to review PIHMA Marketing efforts and marketing plan.

- Newsletter Committee
  Chair: TBD
  Purpose: Writes and distributes the Foundation Newsletter.
  Meets: Monthly.

- Curriculum Committee
  Chair: Debbie Major
  Purpose: Helps review curriculum or other related projects for all PIHMA programs.
  Meets: Monthly

7. Events Committee
   Chair: Todd Rowe
Organize conferences, events and dinners in support for the Foundation.
Meets: Monthly

8. Research Committee
   Chair: Todd Rowe
   Purpose: Directs all research activities.
   Meets: Monthly

**Volunteer Positions Working for the Foundation or Beneficiaries**

1. Library Assistant
   Contact: Aniko Pinter
   Description: Assisting NLTM Library coordinator with cataloging.

2. Medicinary Assistant (Pharmacy Assistant)
   Contact: Kirby Woods
   Description: Assisting in the medicinary.

3. Administrative Assistant
   Contact: Marilee Rudin or Todd Rowe
   Description: Helping PIHMA or Foundation with administrative assistance.

4. Technology Assistant
   Contact: Gravele Quashie
   Description: Assists technology department with technology development
   and implementation.

5. Marketing Assistant
   Contact Jonathan Lindsey
   Description: Assists marketing director with community events and local
   marketing.

6. Editing Assistant
   Contact: Todd Rowe
   Description: Assists in editing of PIHMA publications and documents.

8. Event Planning Assistant
   Contact: Todd Rowe
   Description: Provides event planning assistance for conferences, events and
   healthcare delivery events.

9. Database Coordinator
   Contact: Marilee Rudin
   Description: Assists with database entries.

10. Grant Writer
    Contact: Todd Rowe
    Description: Assists with grant writing for the Foundation.

11. Web Content Assistant
    Contact: Jonathan Lindsey
    Description: Helps to organize changes to the website and promotes
    search engine optimization.

12. Fundraising Assistant
Contact: Todd Rowe
Description: Assists with fundraising projects, recruitment and thanking of donors.