

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.