



Job Description: I Am Well Darke County Member & Provider Services Coordinator
(Part-Time: 5-10 hours per week)

Salary: Internship Program

Qualifications

- Demonstrable commitment to the mission, vision, core beliefs, guiding principles and values of I Am Well Foundation and I Am Well Darke County
- Interest and/or experience in data management, communications and evaluations
- Demonstrable ability to maintain confidentiality

Skills

- Effective oral and written communication skills
- Data management skills
- Ability to learn and use a variety of technologies for communications and evaluations

Responsibilities

- Provide excellent customer service to I Am Well Darke County Members, Providers and event participants/attendees
- Assist in developing and maintaining member, provider and attendee databases and registrations
- Develop and implement customer service communications, including follow ups, evaluations and reports
- Provide follow-ups and referrals as needed
- Assist Celebrate You Saturday/Events Committee with set-up, hosting and technical support as needed

Reports to: President/Acting Director