

Role Description

The Alpha-1 Organisation Australia (A1OA) supports members in a number of ways including via the State Coordinator role. State Coordinators are the face of A1OA.

Role	State Coordinator
Hours / days required per week	Hours will vary dependent on the number of members per state and the level of engagement by members.
Reports to	National manager. In the event that national manager is vacant reports to the President.
Role overview and purpose, and how it relates to the organisation's mission and other projects	Support A1OA members by making contact and welcoming them, explaining how they can contact you and how they can receive support.
Key responsibilities	Provide support by telephone or videoconference to members Advise members about A1OA publications and resources that may be of interest Advise members about A1OA social media platforms and invite them to join in conversations Seek answers to questions that arise that you can't immediately answer and provide updated information to members Offer ongoing contact and support Offer state group videoconferencing to interested members Advise members about the national alpha-1 lung support group Keep and provide confidential support data to A1OA at the end of each month by email Participate in A1OA meetings Provide back-up to other State Coordinators (by negotiation) Follow A1OA policies
Skills, experience and attributes	Listening skills Empathy Recognition that opening up to others can be hard for some people Information management Data recording