



PREVENT BLINDNESS OHIO SEEKS VISION CARE OUTREACH COORDINATOR (PART-TIME)

Applications Accepted: Immediately

Location: Prevent Blindness Ohio, 585 South Front Street, Suite 220; Columbus, OH 43215

Reports To: Vice President of Programs and Government Affairs

Qualifications: Education and work experience deemed successful for this position include successful completion of high school education. Experience with Microsoft Office Word and Excel and database management skills are essential. Candidate must be highly organized with the ability to maintain excellent customer service with partner organizations. Excellent communication, organizational, time-management and telephone skills are required. Must have a valid Ohio driver's license.

Description and Responsibilities: The Vision Care Outreach Coordinator is responsible for helping save sight in Ohio by facilitating vision care referrals and educational services for underserved populations. The primary responsibility of this position is to assure that all appropriate services are delivered to identified and eligible individuals. This includes, but is not limited to, navigating all referrals through the vision care outreach program of donated eye care that includes providing vouchers for eye exams, eyeglasses and follow up to assure that care has been received. Daily contact with partner organizations, clients and eye care providers throughout the state of Ohio to connect those in need with donated vision care including eye exams and eyeglasses. Heavy usage of client database to track all referrals and processes. This position also assists with vision screening training programs as needed. This is a part-time position that will require approximately 18 to 20 hours per week. The number of hours could vary and are linked directly to the vision care outreach program volume.

Compensation and Benefits:

- \$16.00 per hour
- Paid vacation after one year of employment
- Incentive/Cash Bonus Program

Send resume and cover letter to:

**David Monder, VP of Programs & Government Affairs, Prevent Blindness Ohio,
davidm@pbohio.org**

About Prevent Blindness: *Founded in 1908, Prevent Blindness is the nation's leading volunteer eye health and safety organization dedicated to fighting blindness and saving sight. The Ohio Affiliate of Prevent Blindness is Ohio's leading volunteer nonprofit public health organization dedicated to preventing blindness and preserving sight. We serve all 88 Ohio counties, providing direct services to more than 1,000,000 Ohioans annually and educating millions of consumers about what they can do to protect and preserve their precious gift of sight. For more information or to make a contribution, call 800-301-2020. Or, visit us on the web at www.pbohio.org or facebook.com/pbohio.*

Prevent Blindness Ohio is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, genetic information, religion, age, disability or military status in employment or the provision of services

Mission: To Prevent Blindness and Preserve Sight

www.pbohio.org | info@pbohio.org

Please remember Prevent Blindness, Ohio Affiliate in your will.