



**PREVENT BLINDNESS OHIO SEEKS
CHILDREN'S VISION PROGRAM COORDINATOR
(FULL TIME GRANT FUNDED POSITION)**

Position Available: Immediately

Location: Columbus, Ohio

Qualifications: A minimum of a bachelor's degree in nonprofit administration, social work, public health or related field. Desired experience includes:

- Program or project coordination: planning activities, managing timelines, tracking deliverables and supporting program implementation
- Administrative support: scheduling, recordkeeping, database management, and preparing reports
- Event planning: organizing community outreach activities
- Community engagement: recruiting and working with program participants, volunteers, and community partners

Reports to: Vice President of Programs & Government Affairs

Responsibilities: Work in partnership with the VP of Programs & Government Affairs to implement a children's vision related grant including, but not limited to:

- Meet all deliverables associated with the children's vision grant
- Provide children's vision screening trainings and skills assessments for digital screening equipment
- Recruit donating voucher and doctor providers for children's vision grant vouchers
- Assist families by providing patient navigation services in using their children's vision grant vouchers for vision care and glasses
- Oversee the digital equipment loaner program including identifying sites to house loaner equipment and distribution and collection of digital vision screening equipment
- Organize vision screening services at schools within Ohio for traditional students attending in-person schooling at public/private schools and at community centers for students attending non-traditional schooling such as on-line school and charter schools
- Recruit and manage volunteers serving as children's vision screeners at screening events
- Participate in all ODH monthly meetings associated with the children's vision grant
- Assemble and coordinate the distribution of follow-up care kits to be provided to parents of children who do not pass vision screenings
- Assemble and coordinate the distribution of children's eye health education information to be provided to parents of children who receive a vision screening
- Complete monthly children's vision grant reports to be submitted to the Ohio Department of Health

Compensation and Benefits:

- ◆ Salary Range: Mid 40's, based on experience
 - ◆ Incentive/Cash Bonus Program
 - ◆ Health, dental and vision benefits
 - ◆ 403(b) defined retirement program with 140% company match on 2nd anniversary
 - ◆ Accrue 15 Vacation days and 2 Personal days each year
-

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.