



VOLUNTEER Opportunities

ADMINISTRATION

Data Entry

We can always use help with various data entry projects. You may be reviewing records for formatting or updating addresses. Requires experience working in databases and/or spreadsheets; must be detail-oriented; does not require 10-key experience.

Membership Mailing Support (for Portland, OR residents only)

This is an easy and fun task! Join us in our office and help collate, fold and stuff envelopes for mailings. It's a pretty routine task, but when we get a group of people working together it can be very social.

Copy Editing

Are you a good proof reader? Put your skills to use by proof reading various VEDA publications - e.g. our quarterly newsletter, one-time documents being sent to members, event collateral, etc.

SEO

Do you have experience with Google AdWords? We'd love your help designing and managing campaigns.

OUTREACH & EDUCATION

Ambassadors

Would you like to help VEDA reach out to people who are suffering from dizziness and vertigo and don't know where to turn for support and information? You can become a VEDA ambassador! Use social media to help us spread our message. Write a blog where you can share your story and coping strategies. Distribute VEDA brochures and Balance Awareness Week posters to your local senior centers and other community outlets. Come up with your own creative idea to help us raise awareness about vestibular disorders!

Forum Moderators

Have you participated in online forums? We need patients and professionals who are familiar with how a forum works to help moderate our member forums. Forum moderators oversee all forum posts for appropriateness, and help refer people to resources, when possible. They help create a welcome and supportive atmosphere for open discussion.

DEVELOPMENT

Database Research & Cleanup

Help us keep our donor, member, sponsor, and other related stakeholder records complete and accurate. Involves working in an online database and/or spreadsheet.

Sponsorship Research & Solicitation

Identify companies that could be a potential sponsor for VEDA. Enter the companies into our database and distribute marketing materials to each company.



Donor/Member Acknowledgement

We like to stay in touch with our members and donors. You may be asked to call donors to thank them for their previous support, or contact expired members to ask if they would like to renew their subscription.

Major Donor Stewardship

Our donors are important to us and we want to know as much about them as possible so we can communicate with them in a way that recognizes their values and engages them authentically. You can help us steward our donors by participating in research that helps us find out more about our donors.

In-Kind Donor Solicitation

Are you good at asking for donations? VEDA is always looking for ways to reduce expenses. You can help by identifying companies who could donate their products and/or services to us.

Balance Awareness Week

There are many ways to get involved with our biggest event of the year. Help us raise awareness about vestibular disorders by getting involved in your community, telling your story, or delivering posters to local healthcare providers. You can also be a part of helping VEDA reach our annual fundraising goal by creating a personal campaign page through a grassroots, peer-to-peer fundraising program.

MARKETING, PR & MEDIA RELATIONS

Graphic Design

Are you creative? Do you have experience in graphic design? VEDA can use your help with a variety of projects.

Media Relations

VEDA is all about raising awareness. Help write press releases, identify stories, and prospect for media contacts in specific markets.

COMMITTEES

Communications

The communications committee's goal is to support our mission by helping to spread our message to a national and international audience. The committee is responsible for creating and implementing a communications plan, developing messages, maintaining the VEDA website, social media, and pitching stories to local, regional and national media outlets. Individuals with professional communications experience are encouraged to apply.

Support Group

The support group committee's goal is to create a network of support for vestibular patients by promoting the growth of local support groups, and to provide tools and mentorship to support groups that help them improve the services they provide to their community. You are encouraged to join the support group committee if you have experience leading or participating in a support group.

Patient Education

Patient education is a broad topic: how do we educate vestibular patients so that they can advocate for



their own healthcare? This committee evaluates VEDA's website to see how it can be improved, and considers other ways to reach out to patients with information on vestibular disorders, including diagnosis, treatment options, coping strategies, etc. We are also expanding the VEDA Resource Library with additional topics that may be of interest to our patient and professional audiences, and exploring other modes of disseminating information, such as videos and infographics.

Fund Development

The fund development committee is essential to supporting VEDA's programs and operations. As a private, non-profit organization VEDA receives no government funding - all funds to support VEDA's mission come through membership dues and donations. The fund development committee supports VEDA's fundraising efforts in many ways, including making calls to donors, identifying potential corporate sponsors, and being involved in our annual event, Balance Awareness Week.

Medical Advocacy

Our medical advocacy committee addresses the need to increase awareness about healthcare professionals, especially primary care providers, to reduce diagnosis times and improve treatment outcomes. Some of the programs our medical advocacy committee is working on include developing vestibular triage protocols and "train-the-trainer" educational materials.

Legislative Advocacy

The goals of our legislative advocacy committee are to increase the amount of funding allocated to vestibular research and ensure insurance coverage for vestibular testing and treatment. We do this through grassroots advocacy efforts, by engaging our community in reaching out to their local, state and federal legislators, and by issuing policy statements on relevant issues.

Finance

The finance committee ensures that VEDA's bookkeeping and financial management processes follow applicable laws and regulations, and reports to the board of directors on the state of VEDA's financial accounts. Bookkeepers, accountants, and others with finance.