

SPF Volunteer Opportunity:

Communications Marketing Coordinator



Reports to: Executive Director

Position Type: Volunteer (Remote)

Estimated Time Commitment: 20-25 hours per week (Flexible)

Submit applications to: Norma Pruitt, Executive Director, Pruitt@SP-Foundation.org

ABOUT THE OPPORTUNITY: Spastic Paraplegia Foundation, Inc., (SPF) is seeking a creative, dependable, and mission-driven volunteer to serve as our Communications Marketing Coordinator (Coordinator). This is an opportunity to help shape how the world understands Hereditary Spastic Paraplegia (HSP) and Primary Lateral Sclerosis (PLS) while supporting a growing global movement working toward meaningful treatments—and ultimately, a cure. Working directly with the Executive Director, this individual will help strengthen SPF's voice, increase awareness, and share the stories of scientific progress, patient resilience, advocacy, fundraising, and collaboration taking place throughout the HSP/PLS community.

ABOUT SPF: Since 2002, SPF has served individuals and families affected by HSP/PLS by advancing research, providing education, supporting advocacy, fostering collaboration, and building a worldwide community of hope. Today, SPF is bringing together researchers, clinicians, industry, regulatory agencies, patient organizations, and families to accelerate therapeutic development.

POSITION PURPOSE AND RESPONSIBILITIES: The Coordinator will help strengthen SPF's communications for SPF's website, email newsletters, social media platforms, press releases, conference promotions, SPF TALKS, fundraising campaigns, volunteer opportunities, advocacy initiatives, community announcements, and other opportunities. Using approved materials, the Coordinator will create engaging communications that educate patients, strengthen partnerships, recognize volunteers and researchers, celebrate donors, and increase awareness of SPF's mission.

WHO'S THE IDEAL CANDIDATE: SPF is looking for a candidate who enjoys writing, storytelling, digital media, and connecting people. The candidate should be creative, dependable, organized, and comfortable working independently while collaborating with the SPF leadership team. Experience in communications, journalism, marketing, public relations, graphic design, social media, nonprofit work, or related areas would be helpful. Applicants do not need to be experts in HSP or PLS; SPF will help equip the selected volunteer with an understanding of the organization, its mission, and available scientific resources. Individuals living with HSP or PLS, family members, caregivers, professionals, students, and others passionate about helping the rare disease community are encouraged to apply.

JOIN THE SPF MOVEMENT: To Apply, please submit the following by **August 31, 2026, at 5:00 PM CT:**

- A current résumé, and a brief cover letter describing your interest in the position and relevant experience, with a brief response describing the strengths you would bring to SPF and your ideas for supporting the Communications Marketing Leadership team.
- Optional links to examples of writing, social media, graphic design, videos, websites, newsletters, or other communications works.