



AED Albania Roles and Responsibilities
[Application Form](#)

General Information for All Roles

- Attend a 1-hour weekly team Zoom meeting on Sundays
- Expect to dedicate approximately 4-5 hours per week to your position (including meetings, planning, and tasks)
- Represent AEDAlbania professionally and collaborate respectfully with your peers
- Stay in communication with the team and follow through on commitments

Finance & Fundraising Director

Summary:

Responsible for managing AEDAlbania's budget and leading all fundraising initiatives to support AED installations, education programs, and travel costs.

Responsibilities:

- Track all income and expenses with basic monthly reporting
- Coordinate online fundraising campaigns and donation drives
- Identify and apply for relevant public health or youth grants
- Maintain list of upcoming funding opportunities and deadlines
- Meet periodically with other directors to assess project needs and budget alignment
- Organize at least one fundraising initiative per semester

Education Director

Summary:

Responsible for designing and implementing AEDAlbania's educational initiatives to increase public awareness about cardiac emergencies, CPR, and AED usage.

Responsibilities:

- Develop educational workshops and presentations for schools, community centers, and public events
- Collaborate with the Media and Outreach teams to distribute accessible learning materials
- Ensure educational content is medically accurate, culturally sensitive, and bilingual (English/Albanian) when appropriate

- Train volunteers and partners to deliver consistent messaging during in-person sessions
- Track and evaluate participant feedback to improve educational programming over time

Media Director

Summary:

Leads all communication efforts, building AEDAlbania's public presence and crafting content that raises awareness around cardiac health and AED access.

Responsibilities:

- Manage AEDAlbania's social media accounts
- Design digital content (infographics, videos, stories, etc.)
- Write campaign updates and press releases as needed collaborate with the Research Team to translate findings into visuals
- Maintain photo/video archive and share highlights from events
- Ensure content is bilingual (English/Albanian) when appropriate
- Maintain monthly newsletter

Outreach & Operations Director

Summary:

Focuses on growing community partnerships and coordinating logistics for in-person efforts, including site visits, installations, and education sessions.

Responsibilities:

- Schedule and coordinate meetings with schools, health centers, and local officials.
- Organize and lead outreach visits across Shkodër and other pilot sites. Maintain master calendar of AEDAlbania activities.
- Keep track of interested partners and volunteers.
- Ensure all materials are prepped for each external event.
- Follow up with local contacts after visits to continue relationship

Research & Information Director

Summary:

Leads the data and research efforts that inform AEDAlbania's goals, strategy, and messaging, ensuring all initiatives are evidence-based and locally relevant.

Responsibilities:

- Collect and summarize data on AED availability and cardiac emergencies in Albania
- Research best practices from other public AED models (EU, US, Balkans)
- Build a centralized info hub with accessible guides and visual explainers
- Write brief policy memos or backgrounders for meetings with officials
- Conduct a pilot case study in Shkodër to inform program expansion
- Coordinate with Media Director to translate findings into educational tools