



You'll feel better inside.

Oncology Education Associate, Full Time

Department: Program
Supervised by: Wellness and Education Programs Manager
Supervises: Volunteers, department interns
Status: Full-time, salaried, exempt

Summary of Position

The Oncology Education Associate is responsible for planning, facilitating and maintaining a range of programs under the direction of the Program Manager, including education events, special events, Top Doc presentations, webinars, Welcome to Wellness and the resource center. This position is responsible for planning and coordinating educational workshops for participants that take place at our main location in Hinsdale and at offsite partner locations. Additionally, this role is responsible for coordinating program evaluation activities and participates in the evaluation of programs, to increase program quality and quantity, as well as increase new participant visits. This role also supervises program volunteers and interns with.

RESPONSIBILITIES (100% Program Responsibilities)

Information and Education Programs (approximately 80% of the time)

- Based on trends in psychosocial oncology, participant and staff feedback, professional literature and program goals, identify, secure and confirm program speakers for educational events at Wellness House. Serve as the point person for identified speakers; sends confirmation information and communicates with speakers prior to the educational event.
- Contribute to the production of the quarterly program guide; identify quarterly programs, coordinate with auxiliary staff and volunteers, schedule programs, reserve rooms and write program descriptions, as directed by Program Manager; coordinate with Marketing Manager to ensure programs are marketed appropriately.
- Facilitate educational events at Wellness House and at partner locations: prepare speaker and participant packets, handouts and educational materials prior to event; set up audio-visual equipment and assist in room set-up; greet speaker and introduce to participants in attendance; attend educational events to ensure smooth facilitation and support speaker and participants as needed.
- Lead the planning, coordination and facilitation of the bi-annual special educational events which includes identifying and scheduling the speaker and venue, securing contracts (when appropriate), coordinating logistics with Wellness House staff members, and organizing volunteers for events as needed.
- Lead the evaluation of educational programs by collecting feedback following each event and facilitating the entry of data into the database. Provide analysis to Program Manager

monthly. Use program evaluations and goals to improve program quantity and quality, as well as increase new participant visits.

- Coordinate the resources in the Learning Resource Center: complete monthly inventory of materials and order as needed; track participant usage, follow up on late return items, and report monthly on library activity; develop methods to integrate resources in Learning Resource Center with the educational events.
- Identify educational events that are appropriate for webinar viewing and recording; coordinate all logistics as they relate to securing the webinar company, confirming speaker's agreement, and communicating availability as a webinar to participants and potential participants.
- Coordinate the Welcome to Wellness Program and facilitate as requested.

Program Support (10% of the time)

- Identify opportunities for new and innovative Information and Education programming
- Track and monitor Information and Education key performance indicators, as directed by Program Manager
- As needed, develop program policies and procedures specific to Information and Education Programs including the purpose, eligibility criteria, and program evaluation
- As needed, recruit, interview, and recommend new volunteers, interns and contractual staff for information and education programs.
- Supervise the training, scheduling and daily work of volunteers and interns, as well as ensure they are properly informed of Wellness House policies and procedures and supported to meet program goals
- Participate in the evaluation of programs as requested by Program Manager.
- Report to Facility Team in a timely manner any observations of malfunction or inadequacy of the Wellness House facility such that it would compromise the safety of staff and/or participants, as well have a negative impact on the delivery of Wellness House programs.

Other (10% of the time)

- Protect organization's value by keeping information confidential and have a commitment to the mission of Wellness House.
- Provide suggestions for ongoing improvements in processes.
- Perform general tasks and other duties as assigned.
- Schedule to include 2 evenings per week and one Saturday per month.

Attendance at Meetings Required

- All Staff meetings (monthly)
- Departmental team meetings (monthly or as needed)
- Status meeting with program manager (weekly or as needed)

Attendance at Events Required

- Annual Walk (a work assignment will be given)
- Holiday Party (a work assignment will be given)
- Hot Topics in Breast Cancer (a work assignment will be given)
- 3 additional program events a year- as requested by your supervisor. These work assignments may be outside of your normal work schedule. You will work with your supervisor to cover all the details. annually (usually an evening or Saturday. A work assignment will be given)

Performance Measures:

- To be filled in each year during annual evaluation, by employee and supervisor

QUALIFICATIONS

- Bachelor's degree in Public Health or Community Health related field.
- Minimum 2 years professional experience.
- Experience delivering and coordinating and executing health-related services, programs and events.
- Experience working with a medical patient population, ideally cancer population.
- General computer skills, including knowledge of Microsoft Office Products such as Word and Excel.
- Good interpersonal and organizational skills.
- Ability to communicate effectively both verbally and written; collaborate with peers and accept constructive feedback; ability to work within a team and independently.
- Demonstrate initiative and accountability.
- Detail oriented; ability to problem solve.

Wellness House is an EOE.