



You'll feel better inside.

Position: **Participant Navigator**

Status: 30 Hours, salaried, exempt

The mission of Wellness House is to better the lives of people living with cancer. Programs and services include exercise classes, nutrition seminars, support groups, and more. In our goal to create a hospitable environment and assist participants to navigate programs, we are currently seeking to fill the position of Full-Time Participant Navigator.

Summary of Position

The Participant Navigator is considered an ambassador of the vision, mission, and guiding principles of Wellness House. Through direct service and as a first point of contact, the Participant Navigator facilitates participant entry into Wellness House programs and supports front desk team to create and maintain a welcoming environment for all participants and guests.

QUALIFICATIONS

- Education: Minimum of an associate degree
- Job Experience: Minimum of three years working in an administrative support capacity
- Special Knowledge & Skills: Bilingual (Spanish/English) preferred; ability to work with a diverse group of people; detail-oriented, organizational skills, time management skills and the ability to learn new tasks quickly, excellent verbal and written communication skills.
- General computer skills, including knowledge of Microsoft Office products such as Word and Excel, Zoom, and patient databases; strong interpersonal and organizational skills.
- Able to work independently and as part of a team

Interested individuals should forward cover letter and resume to HR@wellnesshouse.org.

No phone calls please.

Wellness House is an EOE.