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## **Oncology Education and Engagement Associate**

Department: Programs  
Supervised by: Community Engagement and Program Events Manager  
Supervises: Volunteers  
Status: Full-time, salaried, exempt

### **Summary of Position**

The Oncology Education and Engagement Associate (OEEA) is a member of the Education, Engagement and Evaluation (EEE) Team, who helps build community and participant relationships to raise awareness of Wellness House and create a welcoming environment for all participants. The OEEA is responsible for scheduling, hosting, and facilitating a range of Information and Education programs under the supervision of the Community Engagement and Program Events Manager (CEPEM), including educational events, special events, Welcome to Wellness House, Wellness Evolving, and the resource center. This role also supports the Community Engagement Process (CEP) and Participant Engagement Process (PEP) as assigned and assists with front desk coverage. Occasionally this role will supervise program volunteers as assigned by the CEPEM.

### **RESPONSIBILITIES (100% Program Responsibilities)**

#### **Information and Education Programs Direct Service (approximately 80%)**

- 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. Serves as the point person for speakers; sends confirmation information and communicates with speakers before the educational event.
- Contributes 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 CEPEM.
- Facilitate educational events at Wellness House, partner locations, and online: prepare speaker and participant packets, handouts, and educational materials before events; 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.
- Support the planning, coordination, and facilitation of the bi-annual special educational events, including 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.
- Support the evaluation of educational programs by collecting feedback following each event and facilitating data entry into the database. Provide analysis to CEPEM monthly. With CEPEM, use program evaluations and goals to improve program quantity and quality and 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 related to securing the webinar company, confirming speaker's agreement, and communicating availability as a webinar to participants and potential participants.
- Facilitate Welcome to Wellness House and Cancer Thriving and Surviving Programs as requested.
- Support CEP, PEP, and provide front desk coverage as requested.

#### **Program Support (10%)**

- Identify opportunities for new and innovative Information and Education programming
- As needed, support the development of 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, as well as ensure they are appropriately informed of Wellness House policies and procedures and supported to meet program goals.
- Participate in the evaluation of programs as requested by the CEP/EM and EEE Program Manager.
- Report to Facility Team and Program Manager promptly any observations of malfunction or inadequacy of the Wellness House facility that would compromise the safety of staff or participants or negatively impact the delivery of Wellness House programs.

#### **Other (10%)**

- Protect organization's value by keeping information confidential
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Perform general office tasks and other duties as assigned.
- Schedule to include two 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 (work assignment will be given)
  - Holiday Party (work assignment will be given)
  - Hot Topics in Breast Cancer (work assignment will be given)
  - 3 additional program events a year- as requested by your supervisor. These work assignments may be outside of your regular 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**

Education: Associate's degree required and Bachelor's degree preferred - in Public Health, Community Health, Communications or related field or equivalent work experience.

Experience: Minimum 2 years of professional experience. Experience delivering and coordinating, and executing health-related services, programs, and events. Experience working with a medical patient population, ideally a cancer population.

Special Knowledge & Skills: 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; work within a team and independently. Demonstrate initiative and accountability. Detail-oriented; ability to problem-solve.

Wellness House is an EOE.

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**Date:** 6/17/2022