



PROGRAM ASSISTANT

For over 40 years, Cancer Lifeline has worked to improve the lives of people living with cancer. Each year we make over 14,000 contacts with people affected by cancer - patients, survivors, family members, friends and coworkers. Our services include Emotional Support, Gentle Exercise, Nutrition, Artistic Expression, and Financial Services.

Cancer Lifeline, a non-profit social service agency, seeks one Program Assistant who provides onsite support for Cancer Lifeline programs in the Greater Seattle Area. Position will coordinate program schedule at assigned Cancer Lifeline partner sites. Position will provide administrative assistance pertinent to position and as assigned.

PRIMARY RESPONSIBILITIES:

- Provides onsite class support for assigned partner sites
- Ensures assigned partner sites are stocked with supplies & required documents
- Makes reminder calls to clients for classes & support groups
- Provides client call backs to gather feedback on programming and refer to other Cancer Lifeline programs & services
- Works with Clinical Program Manager to create 6 month partner site reports
- Accepts clients "where they are," providing information and choices and encouraging clients to make decisions. Support clients to be their own advocates.
- Supports Executive Director with administrative duties as assigned

Supports Lifeline by:

- Covering Lifeline shifts on a weekly basis or as needed

Promotes agency team effort by:

- Providing positive representation of Cancer Lifeline to the community
- Attending and participating in staff and program meetings
- Supporting staff with administrative duties as requested

QUALIFICATIONS:

- Minimum of two years of experience in social services
- Experience working with oncology or other chronic disease populations preferred
- Requires comfort with and personal maturity to support people affected by cancer
- Dynamic interpersonal skills, enjoys meeting and connecting with others. Excellent written and verbal communication skills
- Able to work efficiently and effectively in prioritizing and carrying out tasks
- Good computer skills particularly with: Outlook, Word, & Access. Proficiency in Excel.
- Experience providing services to underserved populations preferred

WORK CONDITIONS:

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| Position: | Hourly, 20 hours per week, potential for additional hours |
| Position Available: | Open until filled, priority given to applications submitted by December 14 th . Position to be filled by mid-January. |
| Hours: | Regular hours will vary weekly Monday through Friday, occasional program & event coverage on weekends and evenings |
| Work location: | Dorothy O'Brien Center near Green Lake, Greater Seattle Area |
| Compensation: | \$16.00-18.00 per hour (depending on experience) |
| Reports to: | Clinical Program Manager |

TO APPLY FOR POSITION:

Please provide a resume and cover letter (**required**) explaining your interest and qualifications for this position to mwilkins@cancerlifeline.org No phone calls please.

Cancer Lifeline is an Equal Opportunity Employer.

Ethnic, cultural and racial minorities are encouraged to apply

For more information about Cancer Lifeline visit our website: www.cancerlifeline.org