

Virtual Program Associate job description



Remote, anywhere in the U.S.

Start Date: Immediately

15-20 hours: 2-6pm ET and 2 evening/weekend hours

Retirement Benefits

Connecting Champions is a nonprofit that asks kids & young adults with cancer, “What do you want to be when you grow up?” and connects them with a mentor and friend for the cancer journey. Based in Pittsburgh, we expanded our physical program this year to a second location, West Virginia, and launched a virtual program in 11 cities across the country.

Job Description:

The Virtual Program Associate will be dedicated to creating virtual friendships for kids and young adults with cancer in 11 cities and counting! By scheduling and facilitating virtual friendships, maintaining relationships with families and mentors, and overseeing virtual club meetings, this coworker will help keep our nonprofit efficient and successful.

As soon as a child/young adult is referred to our program, the Virtual Program Associate video chats with the family to introduce the program and get to know the family and their needs. This role includes scheduling every child/young adult visit with their mentor, finding & sending materials for Activity Kits before each visit, helping facilitate conversations & activities when necessary, and attending every video call. For example, one of our young adults wants to be a cosmetologist when she grows up; we sent her a mannequin and professional cosmetics, and she learns a new beauty technique each week over videochat with her mentor.

The Virtual Program Associate must be extremely organized, personable, and creative. The weekly schedule can be flexible, as long as the majority of the 15-20 hours takes place between 2-6pm ET and 2 evening/weekend hours. The work can be done remotely, from anywhere in the U.S., and/or in our Pittsburgh office.

Requirements:

- Comfort with 90% of working hours being spent videochatting with kids/young adults & their mentors
- Consistent schedule
- Stable internet connection
- Experience with children
- Comfort with Google Suite (gmail, docs, drive, etc.)
- Excellence in keeping things organized
- Background succeeding both independently & in teams
- Ability to pass background checks
- COVID-19 vaccine, Flu shot, TB test, and all requested clearances

Connecting Champions values a team and culture of diversity. We do not discriminate on the basis of race, color, religion, ancestry, sex, national origin, age, disability, sexual orientation, gender identity and/or expression, genetics, or military status in any of its activities or operations.

Apply at...
ConnectingChampions.org/jobs
Jobs@ConnectingChampions.org