

West Virginia Program Coordinator job description



Location: Morgantown, WV and remote

Start Date: Monday, June 6

12-20 hrs/week (*candidate's choice*): part in-person at WVU Medicine Children's Hospital and part remote

Pay: \$20/hr, eligible for retirement benefits and paid days off

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 local mentor for the cancer journey. Based in Morgantown, Pittsburgh, and Grand Rapids, we now serve participants in 23 cities across the United States through our in-person and virtual programming.

Job Description:

The West Virginia Program Coordinator is dedicated to facilitating mentorships and friendships for kids, adolescents, and young adults with cancer (ages 5-26) at WVU Medicine Children's Hospital. The core elements of the role are spending time with kids/young adults in the hospital, scheduling mentor-mentee visits virtually and in-person, facilitating long-term friendships/mentorships, coordinating with staff at WVU Medicine Children's Hospital, incorporating psychosocial and school/career preparedness strategies, measuring outcomes, and building close-knit relationships with families, young adults, and mentors. The Program Coordinator is the face of the organization to WV participants.

When a child/young adult is diagnosed at WVU Medicine Children's Hospital, they meet the Program Coordinator in person to identify their aspirations (what they want to be when they grow up) and unique needs, and "pitch" to them how Connecting Champions can help. After our Mentor Finder finds a local mentor, the Coordinator preps the mentor and coordinates the first visit. As the mentor-mentee relationship develops, visits take place virtually and potentially in-person. To build positive mentorship experiences, the Program Coordinator must coordinate difficult schedules, plan the agenda for each visit, find & send materials, and facilitate conversations/activities in real-time. The Coordinator also works alongside the rest of the oncology hospital staff.

The Program Coordinator must be present at all visits, virtually or in-person, which range from once per week to once per month. In between, there are also check-in calls and tasks. In one friendship, for example, one of our young adults wants to be a cosmetologist when she grows up; we sent her a mannequin head with professional cosmetics before each visit and she would learn a new beauty technique each week over videochat with her mentor (with our Coordinator present).

The Program Coordinator must be extremely organized, personable, and creative. The weekly schedule is flexible, as long as the majority of the hours takes place between weekdays 4-8pm and Saturdays 10-3pm. They must work at least three separate days. Remote work for this position is a flexible schedule, but in-person work will require availability from 10a-12p Tuesday-Thursday. The Program Coordinator reports to the Senior Program Manager and Executive Director.

Requirements:

- Comfort with 70% of working hours being spent videochatting with kids/young adults & their mentors
- Talented problem-solving and internet search skills
- Experience with kids and young adults
- Comfort with vulnerable populations
- Stable internet connection
- Background in a "helping people profession" (*e.g. social worker, counselor, teacher, psychologist, CLS, etc.*)
- Consistent schedule
- Excellence keeping things organized + time management
- Comfort with Google Suite (gmail, docs, drive, etc.)
- Background succeeding both independently & in teams
- Ability to pass background checks
- COVID-19 vaccine, all requested clearances/background checks, and I9 verification.

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