

Virtual Program Associate job description



Location: Remote (anywhere in the U.S.) or, if preferred, our Pittsburgh office

Start Date: early August, 2022

8 hrs/week: Flexible evenings (at least two days between 3-8pm ET weeknights or Saturdays 10-2pm)

Pay: \$18/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 Pittsburgh, we now serve participants in 23 cities across the United States through our in-person and virtual programming.

Job Description:

The Virtual Program Associate will be dedicated to creating virtual friendships for kids and young adults (ages 8-26) with cancer in cities across the country! By scheduling mentor-mentee visits, facilitating ongoing virtual friendships, maintaining relationships with families and mentors, this coworker will help keep our nonprofit efficient and successful.

Once a child/young adult signs up for our program, they are assigned to one of our Virtual Program Associates. The Virtual Program Associate then videochats with the child/young adults to get to know them, their passions, and their needs. After we find a mentor, this coworker coordinates the first virtual visit between mentor and kid/young adult. To build positive mentorship experiences, the Virtual Program Associate must coordinate schedules between child/young adult and mentor, plan the agenda for each visit, find & send materials, and facilitate conversations/activities in real-time.

The Virtual Program Associate must be present on all video calls, which range from once per week to once per month, with check-in calls in-between. As an 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. This coworker helps kids & young adults pursue their passions and reclaim a sense of normalcy.

The Virtual Program Associate must be extremely organized, personable, and creative. The weekly schedule can be flexible, as long as the majority of the hours takes place between 3-8pm ET on weeknights or Saturdays 10am-2pm ET. They must work at least two separate days. The work can be done remotely (from anywhere in the U.S.) or in our Pittsburgh office.

Requirements:

- Comfort with 90% 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.

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Mentor Finder job description



Location: Remote (anywhere in the U.S.) or, if preferred, our Pittsburgh office

Start Date: Immediately

5 hrs/week: Flexible, mostly within normal business hours

Pay: \$15/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 Pittsburgh, we now serve participants in 23 cities across the United States through our in-person and virtual programming.

Job Description:

Our Mentor Finder is essential to mentor-mentee friendships for kids & young adults with cancer across the country. This coworker finds mentors for all Connecting Champions participants in whatever field they want to pursue when they grow up. Whether a traveling barber, video game designer, zoologist, or ghost hunter, our mentors come from over 60 fields and dozens of cities. The Mentor Finder is tasked at creatively finding, cold contacting, and onboarding mentors so our kids & young adults can better survive the cancer journey with a mentor by their side.

When a participant is referred to Connecting Champions, our Senior Program Manager conducts an intake with the child/young adult and their parent to identify what they want to be when they grow up and what to look for in a mentor. During a weekly team meeting, the Senior Program Manager shares information for the Mentor Finder to immediately begin the search for new mentors. The Mentor Finder also reports on existing mentor searches. Through online searches, this coworker will find three potential mentors for each participant, and cold contact via email, phone call, or other messaging. The program staff interviews the mentors to find the best fit and then the Mentor Finder helps onboard that mentor through background checks, consent forms, and entering the mentor into our system. The Mentor Finder has regular one-on-one communication with and reports to the Senior Program Manager.

Working hours are flexible. They should cover three days a week (even if for just 30 minutes one of the days) and most hours should be during normal business hours (9-5pm ET) in order to be available for communicating with the team and potential mentors. The Virtual Program Associate must be extremely organized and personable, as well as a confident, proven problem-solver. The work can be done remotely (anywhere in the U.S.) and/or in our Pittsburgh office.

Requirements:

- Comfort with cold calling/emailing/messaging
- Talented problem-solving and internet searching skills
- Ability to map out your own schedule
- Stable internet connection
- 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, all requested clearances/background checks, and I9 verification.

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Grand Rapids Program Coordinator job description



Location: Grand Rapids, MI (remote with periodic in-person programming)

Start Date: April 2022

18 hrs/week: Mostly afternoons/evenings/Saturdays (schedule can be largely chosen) with 2x/month 1hr morning meetings

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

Connecting Champions is a nonprofit that asks young adults & kids with cancer across the country, "What do you want to be when you grow up?" and connects them with a local mentor for the cancer journey. In May 2022, we will be launching a newly-expanded AYA program in partnership with Helen DeVos Children's Hospital to serve participants in central and western Michigan.

Job Description:

The Grand Rapids Program Coordinator is dedicated to facilitating mentoring friendships for young adults with cancer (up to age 26) throughout central and western Michigan. The core elements of the role are scheduling mentor-mentee visits virtually and in-person, coordinating with staff at Helen DeVos Children's Hospital, incorporating school and career preparedness strategies, measuring outcomes, and building close-knit relationships with families, young adults, and mentors. This coworker will help provide the resources and guidance for young adults with cancer to be prepared for life beyond the disease. The Program Coordinator will be the face of the organization to central/western MI participants.

When a participant is referred from Helen DeVos Children's Hospital, they meet the Program Coordinator over videochat to identify their aspirations, personality, and unique needs. After our Mentor Finder finds a local mentor, this Coordinator preps the mentor and coordinates the first visit. As the mentor-mentee relationship develops, visits take place virtually and in the workplace. 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 will also meet regularly with the AYA team at Helen DeVos Children's Hospital.

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 one of our staff 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 weeknights 4-8pm and Saturdays 10-3pm, with two 1-hour morning meetings per month. They must work at least three separate days. Work can be done mostly remotely with periodic in-person mentor visits. The Program Coordinator reports to the Senior Program Manager and Executive Director.

Requirements:

Minimum Bachelor's and 2+ years of experience in a human services profession

- Comfort with majority of working hours being spent videochatting with young adults & their mentors, plus periodic visits in the community
- Talented problem-solving and internet search skills
- Experience with young adults and kids
- Comfort with vulnerable populations
- Stable internet connection
- Consistent schedule
- Background in a human services profession (e.g. educator, counselor, social worker, psychologist, CLS, etc.)
- 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.

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Pittsburgh Program Specialist job description



Location: Pittsburgh, PA (remote or in our East Liberty office)

Start Date: April 2022

18 hrs/week: Mostly afternoons/evenings/Saturdays (schedule can be largely chosen) with 2x/month 1hr morning meetings

Pay: \$19/hr, eligible for retirement benefits and paid days off

Connecting Champions is a nonprofit that asks young adults & kids with cancer across the country, “What do you want to be when you grow up?” and connects them with a local mentor for the cancer journey. Based in Pittsburgh, we now serve participants in 23 cities across the United States through our in-person and virtual programming.

Job Description:

The Pittsburgh Program Specialist is dedicated to facilitating mentoring friendships for young adult and kid cancer survivors (up to age 26) throughout central and western Pennsylvania. The role consists of two pieces: (1) building mentor-mentee relationships and (2) designing and facilitating quarterly group school/career preparedness workshops. This coworker will help provide the resources and guidance for young adult/kid cancer survivors to be prepared for life beyond the disease. The Program Specialist will be one of the faces of the organization.

Mentor-mentee relationships

The core elements of the role are scheduling mentor-mentee visits virtually and in-person; coordinating with staff at Children’s Hospital of Pittsburgh; incorporating strategies to advance identity building, school and career preparedness, positive coping, and joy; measuring outcomes; and building close-knit relationships with families, young adults/kids, and mentors. When a participant is referred from Children’s Hospital, they meet the Program Specialist over videochat to identify their aspirations, personality, and unique needs. After our Mentor Finder finds a local mentor, the Specialist preps the mentor and coordinates the first visit. As the mentor-mentee relationship develops, visits take place virtually and in the workplace/community. To build positive mentorship experiences, the Program Specialist must coordinate difficult schedules, plan the agenda for each visit, find & send materials, and facilitate conversations/activities in real-time.

The Program Specialist 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, 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 one of our staff present). In another, one of our kids videochats with his mentor to learn about (and see) different animals each time.

Quarterly group school/career preparedness workshops

A new initiative in partnership with Survivor Connect at Children’s Hospital of Pittsburgh, the quarterly workshops are an effort to assist survivors — who often struggle with lingering effects from the cancer journey — by providing the knowledge and resources they need to move forward in their career/school. Each quarter, the Specialist will find a mentor in a particular field, create an agenda (discussion topics and activities) for the 1-hour session, prep the mentor, facilitate the virtual group workshop, and follow up with attendees.

The Program Specialist must be extremely organized, personable, and creative. The weekly schedule is flexible, as long as the majority of the hours takes place between weeknights 4-8pm and Saturdays 10-3pm, with two 1-hour morning meetings per month. They must work at least three separate days. Work can be done mostly remotely (or in our East Liberty office) with periodic in-person mentor visits. The Program Specialist reports to the Senior Program Manager and Executive Director.

Requirements:

Minimum Bachelor’s with a major in a human services field; 2+ years of work experience preferred

- Comfort with majority of working hours being spent videochatting with young adults/kids & their mentors, plus periodic in-the-community visits
- Talented problem-solving and internet search skills
- Experience with young adults and kids
- Comfort with vulnerable populations
- Stable internet connection
- Consistent schedule
- Background in a human services profession (e.g. social worker, counselor, teacher, psychologist, CLS, etc.)
- 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.

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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.

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Assistant Manager job description



Location: Remote (anywhere in the U.S.) or, if preferred, our Pittsburgh office

Start Date: Immediately

33 hrs/week: flexible schedule

Pay: \$21.50/hr, eligible for health benefits, retirement benefits, and 20 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 Pittsburgh, we now serve participants in 23 cities across the United States through our in-person and virtual programming.

Job Description:

The Assistant Manager will serve as a key member of our leadership team, help build internal systems, work directly with our kids and young adults, fill in for coworkers, and find mentors nationwide. This coworker will work in tandem with the Senior Program Manager in all aspects of the program as Connecting Champions continues to expand across the country.

This coworker has three core roles:

(1) Assisting the leadership team (20 hours)

- This coworker will assist the Senior Program Manager in everything he does and is creating. They will help develop our Best Practices and Policies and Procedures manuals; solve complex problems; support program staff; assist in hiring and training; fill in for our Senior Program Manager and program staff; and keep the program and its systems extremely organized. They will join many leadership team meetings about strategy, expansion, fundraising, management and program development.

(2) Directly serving the kids and young adults in Connecting Champions (8 hours)

- This coworker will create virtual friendships for participants across the country. By scheduling mentor-mentee visits, facilitating ongoing virtual friendships, maintaining relationships with families and mentors, this coworker will help kids and young adults with cancer pursue their passions. This coworker must be present on all video calls, which range from once per week to once per month, with check-in calls in-between. As an example, for a participant interested in cosmetology, we sent her a mannequin and she learns a new beauty technique each week over videochat with her mentor.

(3) Finding mentors for all participants (5 hours)

- This coworker will find mentors for all Connecting Champions participants in whatever field they want to pursue when they grow up. Whether a traveling barber, zoologist, or ghost hunter, our mentors come from over 60 fields and dozens of cities. The Mentor Finder is tasked at creatively finding, cold contacting, and onboarding mentors.

The Assistant Manager position is 33 hours/week. The weekly schedule can be chosen by the employee, as long as half of the hours are between 10am-6pm ET M-F with a few Saturday morning hours for mentee-mentor videocalls. Work can be done anywhere in the U.S. This coworker reports to the Senior Program Manager and work regularly with the Executive Director and program staff.

Requirements:

Minimum Bachelor's with 5+ years of work experience, background in helping people

- Comfort with vast majority of working hours being spent videochatting with participants, mentors, and coworkers
- Talented problem-solving and internet search skills
- Experience with kids and young adults
- Comfort with vulnerable populations
- Stable internet connection
- Ability to pivot from task to task throughout the day
- Confidence with cold-calling
- 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.

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