



## Outreach Manager Job Description

### **About Triage Cancer**

Triage Cancer is a national, nonprofit organization that provides free education on the legal and practical issues that may impact individuals diagnosed with cancer and their caregivers, through events, materials, and resources.

It is our belief that everyone should have access to the resources they need to manage their life beyond diagnosis regardless of their type of cancer, where they live, or their financial situation. Those diagnosed with cancer and their caregivers are too often underserved when it comes to practical information they need, to find their best path forward, beyond diagnosis.

To that end, Triage Cancer's programs and services include: (1) educational materials and resources on the legal and practical issues that may impact individuals diagnosed with cancer and their caregivers, including an educational blog and CancerFinances.org (an online toolkit on navigating finances after a cancer diagnosis); (2) educational events for individuals diagnosed with cancer, caregivers, and oncology health care professionals; and (3) a Legal & Financial Navigation program that provides individuals diagnosed with cancer, caregivers, and health care professionals with free one-on-one help in the areas of health insurance, disability insurance, employment, finances, medical decision-making, estate planning, and other legal and practical issues. For more information about Triage Cancer, visit [TriageCancer.org](http://TriageCancer.org). Triage Cancer has also launched Triage Health to provide information and resources to individuals with serious or chronic medical conditions, as well as the general public.

### **Position Overview**

The Outreach Manager is an integral member of the Triage Cancer team, managing organizational outreach efforts, as well as supporting programmatic and communications efforts. The ideal candidate will be passionate about meaningful work on behalf of the cancer community, as well as the broader health care community, and possess a strong work ethic. Candidates should be comfortable in a fast-paced, collegial environment, have a willingness to learn new skills, and be self-starters who can multitask. Triage Cancer is an equal opportunity employer committed to workplace diversity.

### **Essential Functions**

#### *Outreach Efforts*

- Coordinating Triage Cancer and Triage Health outreach efforts to priority audiences (e.g., cancer-related organizations, health-related organizations, CHWs, health care professionals, employers, and others)
- Promoting Triage Cancer and Triage Health programs and services by engaging in grassroots community outreach efforts
- Managing Triage Cancer and Triage Health relationships with existing stakeholders, partners, and the health care community, including sharing the availability of Triage Cancer programs and services
- Building new relationships on behalf of Triage Cancer and Triage Health with businesses, community advocacy organizations, health care professionals and health systems, faith-based entities, and other potential audiences across the country
- Representing Triage Cancer and Triage Health at community events online and in-person
- Coordinating outreach to support Triage Cancer and Triage Health online and in-person events
- Mobilizing volunteers to engage in educational and fundraising events and campaigns, research projects, and local activities



### *Administrative Support*

- Conducting research to support outreach activities in alignment with organizational marketing and communications efforts
- Contributing to marketing and communications efforts on behalf of Triage Cancer
- Contributing to programmatic reports (e.g., for organizational funders)
- Assisting in other administrative tasks, including:
  - Operating office machines, such as phones, scanners, printers, tablets, and computers
  - Maintaining and updating databases
  - Opening and routing incoming mail, answering correspondence, and preparing outgoing mail
  - Typing, formatting, proofreading, and editing correspondence, documents, and reports
  - Managing calendars, and arranging appointments and travel

### *Other duties as assigned*

### **Key Skills**

- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint), Zoom, email, and the internet
- Strong oral and written communications, problem solving, and organizational skills
- Excellent customer service skills, with a professional demeanor in person, in writing, and on phone and video calls
- Ability to think strategically, and to develop and implement projects
- Ability to work as part of a team and independently

### **Additional Requirements**

- Bachelor's degree
- This position is a remote role, but requires the ability to travel to events throughout the United States as necessary (~6 to 12 per year)
- Attend trainings as necessary
- Valid Driver License and valid automobile liability insurance, or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions

### **Position Structure**

This position reports to the Triage Cancer CEO. This position is a 40-hour per week, non-exempt, W-2 position. Starting salary range is \$50,000 to \$60,000, dependent on experience. Benefits include: vacation and sick leave, dental, vision, and life insurance; health reimbursement arrangement (HRA); and 401k plan with an employer matching contribution. Triage Cancer currently operates on a four-day workweek (Monday-Thursday). Candidates may also be eligible for [Public Service Loan Forgiveness](#).

### **How to Apply**

Please submit a resume and cover letter, highlighting how your skills and experience meet the qualifications of this position, by email to [jd@tragecancer.org](mailto:jd@tragecancer.org). Please use "Outreach Manager Position" in the subject line. Position will remain open until filled.