



## Administrative Assistant 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. 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. For more information about Triage Cancer, visit [TriageCancer.org](http://TriageCancer.org). For more information about Triage Health, visit [TriageHealth.org](http://TriageHealth.org).

### **Position Overview**

The Administrative Assistant is an integral member of the Triage Cancer team, supporting organizational programmatic and administrative activities. 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.

### **Primary Responsibilities**

#### *Programs*

- Supporting the fulfillment and distribution of Triage Cancer and Triage Health educational materials to stakeholders across the country, through the Material Requests Process
- Supporting pre- and post-event activities, including Triage Cancer and Triage Health educational events, and the events hosted by other entities that we participate in throughout the year, across the country
- Representing Triage Cancer and Triage Health at community events online and in-person, giving away materials, incentive items, or gift bags, conducting surveys, and directing traffic to the booth

#### *Administrative Support*

- Providing administrative support to the organization's CEO and CMO
- Conducting research to support organization activities
- Assisting in other administrative tasks, including:



- Drafting and sending correspondence
- Managing calendars, and arranging appointments and travel
- Picking up/delivering supplies, materials, and mailings
- Placing orders with vendors
- Operating office machines, such as phones, photocopiers, scanners, printers, iPads, and computers
- Maintaining and updating filing, supply inventory, and databases
- Opening and routing incoming mail, answering correspondence, and preparing outgoing mail
- Typing, formatting, proofreading, and editing documents and reports
- Assisting in executing Triage Cancer fundraising events

*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**

- This position is a hybrid remote and in-person position. In-person activities occur on the Northwest side of Chicago. There may be additional opportunities to attend events locally and throughout the United States. (~4 to 10 per year)
- Bachelor's degree preferred
- Attend trainings as necessary
- Ability to lift 40 pounds
- 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 20-hour per week, non-exempt, W-2 position. Starting salary is \$20 per hour. Benefits include: vacation and sick leave, 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 "Administrative Assistant Position" in the subject line. Position will remain open until filled.