Education Associate

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

JOB SUMMARY:

The Education Associate (Associate) will help develop and support the educational programs of the Melanoma Research Foundation (MRF) to enable patients, caregivers, providers, and the general public access to the information they need to make informed decisions.

DUTIES AND RESPONSIBILITIES:

Program Development

- Develop Animated Melanoma Patient videos and manage the project vendor from conception to execution.
- Coordinate annual symposia series with the Events Logistics Coordinator and work with the Education Officer on topic and speaker selection.
- Develop and manage the annual “Ask The Expert” webinar series with development and communications colleagues.
- Assist with the implementation of the SunAWARE Youth Prevention program
- Work with members of the Education Team to meet or exceed annual strategic plan goals including but not limited to Prevention and Survivorship programming.
- Participate in the creation, planning, and implementation of new and existing projects
- Collaborate with the Development team on proposals for industry support.
- Manage select projects funded by industry partners, including advisory boards, surveys, needs assessments and literature review.
- Work with the Communications Team to ensure that all recorded meetings, webinars, and other events are edited and posted to the MRF website within a timely manner.

Program Support:

- Research new educational materials, website content, and other patient education opportunities
- Coordinate continuing education (CE) credits for meeting and course participants
- Collaborate with the Education Team to source mission-focused news and articles for promotion on the MRF’s social media channels
- Manage meeting and presentation prep for the Education department.
- Initiate and manage surveys as needed and generate reports for internal and external circulation.
- Assist with tracking educational materials metrics and fulfilling shipment requests.
- Assist with entering contacts into the MRF’s CRM database.
- Attend in-person educational events
- Assist with the creation of the annual budget
- Provide general administrative support to the Education Team as needed
- Route non-event contracts and invoices for internal approval.
KNOWLEDGE, SKILLS, AND ABILITIES: Reflects the minimum specific competencies required for job performance.

- 1-3 years of non-profit experience, preferably in cancer, public health or healthcare related industries; internship experiences acceptable
- Team-player with a positive attitude who is able to effectively work with multiple constituents
- Excellent critical thinking, organizational, time management, prioritization and problem-solving skills
- Strategic and collaborative mindset with the ability to execute and drive results effectively
- Project confidence, strategic thinking and persuasive capabilities when sharing ideas and concepts with clients and team members
- Ability to work with diverse population and be sensitive to cultural differences
- Excellent written and oral communication skills
- Proficient using Microsoft Office applications
- Experience using Survey Monkey (or similar survey platform) as well as virtual meeting platforms
- Able to travel up to 10%
- Position is based in Washington, DC office

EDUCATION:

- Bachelors degree in Public Health/Nursing/Social Work or related field required; Masters degree preferred.

OTHER REQUIREMENTS: Describes any other requirements or physical demands not indicated elsewhere

ADA PHYSICAL DEMANDS: The physical demands represent those that must be met by an employee to successfully perform the essential duties and responsibilities of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- The position requires being seated for several hours a day
- The employee must frequently speak and hear as well as utilize the telephone, computer keyboard and monitor, pen and paper
- The employee is required to walk and/or travel by car, train or plane