Program Coordinator—Melanoma Subtypes

Job Description

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: Lead the community engagement, programmatic development, coordination, management and strategic oversight for the programs related to the rarer subtypes of melanoma, e.g., ocular, mucosal and pediatric as well as others that may become a priority for the community and Melanoma Research Foundation.

The Program Coordinator will be instrumental in supporting the strategic vision and implementation of a robust outreach and support initiative for the rarer subtypes of melanoma. This includes connecting with and facilitating the creation and growth of communities of patients and caregivers and being a resource to community members. The Program Coordinator will communicate with a wide range of stakeholders in the community and communicate with the respective departmental leads to develop materials/resources/programs based on needs of this community. Additionally, the Program Coordinator will steward patients and caregivers through appropriate channels within the organization to ensure maximal participation of patients and caregivers throughout all areas within the MRF.

DUTIES AND RESPONSIBILITIES: Indicates the action or outcomes required to fulfil each major responsibility of the position.

- Support the development and implementation of outreach and engagement strategies for each melanoma subtype group ensuring appropriate integration with different MRF departments
- Work with the Communications Department to develop emails, newsletters, website content, social media, etc to develop and foster engagement activities
- Develop and coordinate annual awareness and prevention campaigns with respective internal departments
- Support content development and facilitation of rare melanoma subtypes symposia, webinars, educational materials
- Work with department leads to incorporate rare subtypes patients into programming and events
- Support patient engagement with ongoing research initiatives
- Moderate patient forums related to rare melanoma subtype patients
- Coordinate and manage patient and caregiver steering committees
- Coordinate and direct patients and caregivers to resources
- Coordinate patients/caregivers for organizational partnerships and resources
- Manage patient support services
- Plan internal staff education on rare subtypes
- Plan annual patient/caregiver symposiums
• Participate in and support fundraising campaigns to support the rare subtype community
• Attend patient events and conferences
• Act as a frontline contact for patients and caregivers
• Represent the community voice in key strategic discussions (educational, development, board, other)

**KNOWLEDGE, SKILLS, AND ABILITIES:** Reflects the specific competencies required for job performance.
• 3+ years of programmatic, patient experience
• Team-player with a positive attitude who is able to effectively work with multiple constituents.
• Excellent communication skills
• Compassionate, empathetic and confidential
• Able to travel up to 10%
• Position is based in Washington, DC office

**EDUCATION:**
• 4 Year degree required
• Masters Degree/Social Work Degree desired

**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.