

Job Title: Program Associate - **Fluent in the Spanish Language**

Reports to: Program Director

Classification: Full-time

Location: Northbrook, IL (Hybrid)

About the Cancer Wellness Center

Offering services free of charge to anyone impacted by cancer has been the hallmark of The Cancer Wellness Center since day one. The Center offers decades of experience providing the Chicagoland community with the tools and support it needs to address both the physical and emotional distress components associated with a cancer diagnosis. This effort is realized through evidence-based programs and services designed to educate participants, develop their coping strategies, and strengthen their support network. Participants include cancer patients and survivors, family members of a loved one with cancer, and individuals who have experienced the death of a loved one to cancer. Support services are available in English and Spanish free of charge to all participants.

The Opportunity

Program Associate provides non-clinical program support through development, outreach and awareness building.

Principal Accountabilities:

1. Participate in assessment, creation, implementation and evaluation of non-clinical programs and services in English and Spanish
2. Communicate with program presenters both prior to and following lectures and workshops
3. Facilitate program logistics including moderation, program set-up, participant reminders, and follow-up
4. Collaborate with Marketing Associate to finalize promotional materials for non-clinical programs
5. Represent the Cancer Wellness Center in the business, civic, and healthcare communities
6. Work with Program Director to develop and implement the strategic plan for non-clinical programs
7. Maintain shared calendar with up-to-date program schedule, changes and presenter information
8. Remain current on cancer-related community resources
9. Participate in ongoing professional development as approved by supervisor

Experience and Education:

- Bachelor's degree or equivalent combination of education, training, and other experience
- Ability to handle confidential and sensitive information in accordance with HIPAA regulations and American Psychological Association ethical standards
- Oncology background with sound knowledge of related resources preferred
- Strong written and oral communication, interpersonal skills, and comfort with public speaking
- Fluent in the Spanish language required

Cancer Wellness Center is an equal opportunity employer and will not discriminate against any employee or applicant based on race, color, creed, religion, gender, sexual orientation, national origin, age or disability. Salary is commensurate with experience, ranging from \$50,000 – \$60,000.