



Patient Advocate Position Description

Location: Virtual

Category: Full-time

Field: Non-profit; mission-driven organization

Reports to: Advocacy Coordinator

The Patient Advocate will assist in the Foundation's advocacy efforts to achieve the organization's strategic goals. He/she will help to support the organization's advocacy programs and activities and help to firmly establish it as a global leader in the field of cholangiocarcinoma.

RESPONSIBILITIES

Call Center Activities

- Provide information, referrals and emotional support to patients and caregivers via email and phone
- Train volunteers to assist with Call Center activities

Discussion Board Activities

- Serve as the Discussion Board Moderator
- Recruit, train and manage activities of volunteer Moderators

Awareness Activities

- Represent the Foundation on Task Forces, Steering Committees and other relevant collaborations
- Assist with World Cholangiocarcinoma Day, Cholangiocarcinoma Awareness Month and other outreach initiatives

Administrative Activities

- Coordinate logistics for CARE Team activities
- Maintain online files of activities and correspondence
- Participate in teleconferences and meetings related to advocacy activities

SKILLS AND QUALIFICATIONS

- Relevant experience in patient and research advocacy required
- Background in nursing, social work or other healthcare field preferred
- Experience with working in a virtual environment desired
- Ability to collaborate and work effectively with a diverse group of stakeholders
- Excellent written, verbal, organizational and time management skills

OTHER REQUIREMENTS

- Commitment to continuous learning of scientific and clinical issues in cancer research
- Ability to work cooperatively in a virtual team setting
- Flexibility, adaptability and open to change
- Background Check
- Other duties as assigned

Salary commensurate with experience.