



Cholangiocarcinoma Foundation®

Advocacy Coordinator Position Description

Title: Advocacy Coordinator

Location: Remote

Category: Full-time, Non-Exempt

Field: Non-profit, mission-driven organization

Reports to: Director of Volunteer Engagement

The Advocacy Coordinator will support the Advocacy team's efforts to achieve the organization's strategic goals. They will help support the organization's advocacy programs and activities and help firmly establish it as a global leader in the field of cholangiocarcinoma.

About the Cholangiocarcinoma Foundation

Cholangiocarcinoma Foundation's mission is to find a cure and improve the quality of life for those affected by cholangiocarcinoma (bile duct cancer). Founded in 2006, in Salt Lake City, UT, by a family who lost a loved one to cholangiocarcinoma, CCF has become a leading global resource in patient support, education, advocacy, and funding basic, clinical, and translational research. The organization's core values are patients first, collaboration, innovation, and urgency. The organization is virtual, with team members throughout the United States.

RESPONSIBILITIES

- Provides program support to advocacy program managers and directors, assisting with administrative tasks, reporting, and other program-related activities as needed.
- Assists the Patient Outreach Manager in executing Regional Symposiums.
- Assists the Volunteer Manager with executing World Cholangiocarcinoma Day, Cholangiocarcinoma Awareness Month, and other outreach initiatives.
- Completes special projects as assigned by the Director of Volunteer Engagement.
- Coordinates and provides administrative support for external conferences, meetings, and events.
- Travels 10% - 20% to attend external conferences and events.
- Manages all advocacy-related projects in Asana.
- Maintains up-to-date files of Advocacy presentations and related materials.
- Assists with Annual Conference logistics and planning.
- Mandatory in-person Annual Conference and yearly staff retreat attendance.
- Participate in and support other activities as needed

SKILLS AND QUALIFICATIONS

- Bachelor's Degree required



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- Proficient in Microsoft Office; experience with project management and customer management tools is a plus.
- Excellent written, editing, and oral communication skills
- Flexible, adaptable, and open to change
- Strong analytical and quantitative skills
- Self-starter with the ability to work independently without close oversight and as a team player who will productively engage with others at varying levels of seniority within and outside of the Foundation
- Strong organizational and time management skills with exceptional attention to detail.
- A professional and resourceful style; takes the initiative and can manage multiple tasks and projects simultaneously.
- Ability to work virtually - this is a full-time, work-from-home position. Experience working in a virtual environment is preferred.
- Successful completion of a background check

COMPENSATION

Salary Range: \$45,000 - 50,000

Benefits: Health, Life, Disability Insurance, PTO, and 401(k) +Match

LOCATION

The Foundation is a virtual organization. Candidates must be authorized to work in the United States. The selected candidate will be required to travel as needed.

To apply, send your resume, cover letter (INCLUDE POSITION NAME), and salary requirements to HR@cholangiocarcinoma.org. All applicants MUST submit a cover letter, resume, and salary requirements to be considered.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time, with or without notice. Nothing in this job description alters an employee's at-will status and is meant only as a guide, not a contract of employment.

The Cholangiocarcinoma Foundation's policy provides equal opportunities without regard to race, color, religion, age, gender, sex, national origin, disability, veteran status, or any other characteristic protected by law.

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Cholangiocarcinoma Foundation

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