

Community Outreach and Education Specialist

Who you are: You are a passionate public speaker who has strong attention to detail. You are great at building relationships and inspiring others. Your written and verbal skills are best-in-class and you use your words to collaborate efficiently.

Who we are: Children's Cancer Association (CCA) is leading a Joy revolution. Since 1995, CCA has been transforming the pediatric healthcare experience through innovative, Joy-based programs, enhancing the mental health and emotional well-being of pediatric patients with the healing power of music, friendship, and nature. JoyRx® programs are kid-prescribed, empowering them to positively shift their emotional states during the stressful and painful experiences related to fighting life-threatening illnesses and extended hospitalizations. CCA has provided JoyRx more than one million times to seriously ill kids, teens, and their family members—free-of-charge—and has a goal to clinically position and deliver JoyRx as best practice in children's hospitals across the country. See JoyRx in action at JoyRx.org or Facebook.com/ChildrensCancerAssociation.

Essential Functions

- Design and oversee volunteer recruitment, training, engagement, retention, and tracking of volunteer metrics
- Lead and coordinate volunteer orientation and events; process volunteer applications in full compliance with best practices
- Support cultivation of relationships with and present to potential new business supporters, community groups, and schools to inspire volunteer engagement and support
- Collaborate across departments to ensure successful key community outreach activities
- Research and compile community resources to assist CCA families
- Coordinate direct-service projects to support CCA families such as the CCA Cleaning Project, Packs of Joy, and Dinner Donors.
- Accurately and consistently track Community Outreach & Education program data
- Collaborate across departments to design and implement group volunteer opportunities

Skills

- Confident, personable, and articulate presenter
- Ability to work both independently and as part of a collaborative team
- Strong time management and organizational skills
- Strong attention to detail
- Excellent customer service skills a must
- Excellent written and verbal communication skills a must
- Spanish speaking a plus

Education & Experience

- College degree preferred or equivalent work experience
- Public speaking experience
- Previous experience with volunteer or outreach coordination preferred
- Experience with Raiser's Edge database a plus

Competency Requirements:

- **Positive Impact** – Make positive impressions, be personable, self-confident, optimistic, and enthusiastic; energize others.
- **Relationship Building** – Establish and maintain productive relationships with children, families, partners, and staff; initiate contacts readily; enjoy and are good at interacting with people.
- **Creativity** – Generate original ideas, develop innovative solutions, and find new ways to look at old problems and explore options.
- **Initiative**: Effective performers are proactive. They make things happen.
- **Active Communication** – Ensure that the team has current and accurate information; encourage flow of information between teams when necessary.
- **Organizing and Planning** – Prioritize multiple tasks, maximize use of available time, and accomplishes work efficiently and accurately.
- **Energy** – Exhibit stamina and endurance, maintain a fast pace over time.
- **Composure/Sensitivity** – Remains calm under pressure or trying circumstances. Treats other with respect. Shows empathy toward others. Develops and maintains trust.

Work Environment

This job operates primarily in a professional office environment. Occasional projects may require work outside of the office environment, including outdoors.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without a reasonable accommodation.

Constantly operates a computer and other office equipment, such as a calculator, copy machine, computer, and printer. This position requires the ability to perform basic math and speak, hear, write, and read English; occasionally and/or move up to 10 pounds.

Travel

This position requires frequent travel in the Portland Metro area.

Compensation:

CCA is a growth organization that looks for team members to grow with it. CCA offers a generous total rewards package, casual work environment, and an inclusive culture. Every CCA role shares one galvanizing message, to bring joy, comfort and inspiration to every child or teen in their moment of need.

Competitive benefit package and salary commensurate with experience and generous benefits, including:

- Paid premiums for medical, vision, and alternative care benefits
- Subsidized dental benefits
- PTO & nine paid holidays
- Voluntary short- and long-term disability
- Flexible spending plan
- Retirement Plan with 3% CCA match
- Paid four-week sabbatical after eight years of service
- Subsidized on-site parking or public transportation reimbursement

Application Guidelines:

Apply on our application portal [here](#) and provide a resume and cover letter detailing:

1. Tell us how your previous work history has prepared you for this role
2. Provide salary expectations

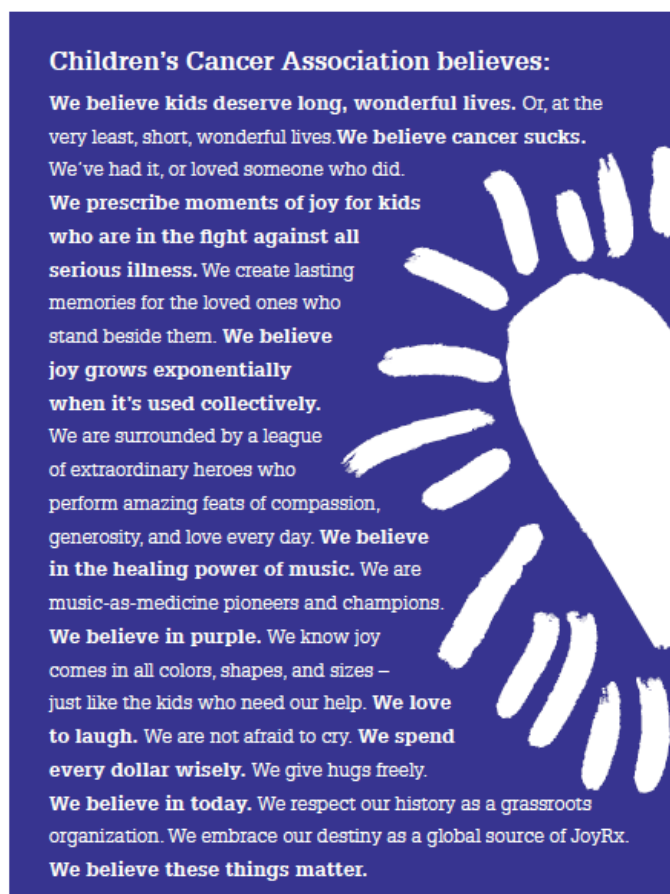
General Information:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position. Job duties may change at any time with or without notice.

The position is based in Portland, OR. The position will be open until filled. CCA is an Equal Opportunity Employer committed to maintaining a non-discriminatory and dynamic work environment that values diversity and inclusion, respect and integrity, stakeholder focus, and innovation. AA/EOE/VETS/Disabled. At CCA, we believe Joy is an unlimited resource and undeniable equal right. We strive to create a workplace that reflects the diversity and of kids and families we serve. We want our team of unique individuals to feel empowered to bring their full, authentic selves to work. All are welcome to apply.

To learn more about the Children's Cancer Association: www.joyrx.org
Watch CCA's Founder and Chief Joy Officer, Regina Ellis' TEDx Talk on the [Joy Effect](#)

CCA's Maxims:



CCA Headquarters:

We are located in Albers Mill, a historic mill and contemporary office building located on the banks of the Willamette River in NW Portland, Oregon. This site is a national historic designated building with preserved industrial character. Our office is an open, creative space with river views mixed with private offices, conference rooms, kitchenette, and work areas. Amenities include subsidized parking, bike storage, on-site shower facilities, common area deck overlooking the Willamette River, easy access to NW Pearl District, waterfront jogging and bike trail, and TriMet transportation steps away.

