



**Position:** Health Educator (Part-time, 20 hrs)

**Reports to:** Manager of Cancer Information and Education

**Position Summary:** As a member of Bay Area Cancer Connections' (BACC) Personalized Cancer Information and Education team, the Health Educator provides personalized health information to BACC clients, assists with developing and maintaining BACC's resource library, and participates in presentations to the community.

**Key Responsibilities:**

- Interface with Helplineers to appropriately assess clients' informational needs when a Cancer Information and Education Request has been created.
- Meet (in-person and over the phone) with breast and ovarian cancer clients and their families to review and explain their medical reports (including pathology reports, Oncotype Dx/MammaPrint results, genetic testing and tumor profiling results, imaging reports, etc.).
- Educate clients about breast and ovarian cancer treatment options, side effects, and survivorship care.
- Research and identify resources to address clients' information requests.
- Assist clients in identifying appropriate clinical trials.
- Track and document client requests in BACC's client database.
- Keep up-to-date on new discoveries and advances in the fields of breast and ovarian cancer.
- Order, maintain, and organize a collection of informational pamphlets and brochures for local and national cancer support services.
- Acquire, classify, and catalog breast and ovarian cancer literature in BACC's lending/reference library.
- Create educational materials focused on breast and ovarian cancer.
- Maintain BACC's online library collection using LibraryThing/TinyCat.
- Develop and maintain systems to share BACC's medical information and practical help resources online.
- Forge relationships and partnerships with community organizations, health libraries, and medical professionals.
- Give presentations on breast and ovarian cancer in the community and at BACC.

- Educate staff and volunteers about breast and ovarian cancer topics via short presentations and medical articles.
- Serve as part of the regular staff rotation to back-up the BACC Helpline.
- Provide assistance whenever appropriate to other areas of the organization as directed by the Manager of Cancer Information and Education or the Director of Programs and Services.

**Qualifications:**

- Minimum of a Master’s degree in a related field (e.g., health sciences, nursing, biology); Ph.D. preferred.
- Familiarity with breast and/or ovarian cancer, and/or experience working with those facing a health challenge.
- Excellent interpersonal communication skills and ability to interact with individuals of all ages and backgrounds in a sensitive manner.
- Strong oral and written communication skills.
- Ability to work well as a team member and independently.
- Experience working with volunteers.
- Excellent follow-through, attention to detail, and ability to meet deadlines.
- Proficient in Word, Excel, and familiar with both library and research databases.
- Resourcefulness, flexibility, and a sense of humor.

**To Apply:** Please submit a cover letter and resume to [jobs@bayareacancer.org](mailto:jobs@bayareacancer.org).

This position is currently a remote position, but in the future will be hybrid with hours split between the office, home, and on the road with BACC’s Mobile Resource Center.

**About Bay Area Cancer Connections**

Bay Area Cancer Connections (BACC) supports people touched by breast or ovarian cancer by providing comprehensive, personalized services in an atmosphere of warmth and compassion. BACC is unique in its ability to tailor its services to each client, offering a combination of high-quality medical information, practical help and emotional support in a non-institutional setting. BACC complements the medical care that patients receive from their physicians. Its programs aim to ensure that each person is connected with the resources that best serve their needs. BACC recognizes that every person touched by cancer experiences the illness differently and, therefore, continually adapts its programs and services to serve a broad range of needs. All services are provided free of charge.