



**Position:** Health Educator

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

**Time Commitment:** Part-time (exempt) 20 hours/per week, some evenings and weekends

**Position Summary:** The Health Educator is a part of Bay Area Cancer Connections' (BACC) Personalized Cancer Information and Education team and reports to the Director of Cancer Information and Education. They provide health information to BACC clients, assist with developing and maintaining BACC's resource library, and participate in presentations to the community. This is a hybrid work position with hours split between the office, home, and on the road with BACC's Mobile Resource Center.

**Key Responsibilities:**

- Interface with Helplineers to appropriately assess clients' informational needs.
- Meet with breast and ovarian cancer clients and their families to review medical reports, provide education about treatment options, and assist clients with decision-making.
- Research and identify resources to address clients' information requests.
- Track and document client requests using the client database.
- Keep up-to-date on new discoveries and advances in the fields of breast and ovarian cancer by attending national conferences and local educational events.
- Provide client services and support offsite with our Mobile Resource Center as needed.
- Provide educational presentations on breast and ovarian health/cancer in the community.
- Forge relationships and partnerships with community organizations, health libraries, and doctors.
- Maintain up-to-date breast and ovarian cancer resources in the BACC library.
- Develop and maintain systems to share BACC's information and resources online.
- Educate staff and volunteers about breast and ovarian cancer topics via short presentations and medical articles.
- Provide assistance whenever appropriate to other areas of the organization as directed by the Director of Cancer Information and Education.

**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.
- Excellent follow-through, attention to detail, and ability to meet deadlines.
- Proficient in Word, Excel, and familiar with both library and research databases.

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