



Empowering people on their healing journey with science, wisdom and compassion

Job Title: Assistant to Director of Operations

Job Description: Manager Reporting to the Director of Operations you will assist with event planning and administrative tasks.

Expectations and Responsibilities: Reporting to the Operations Director, this key member of our team will interact with the CEO, Director of Volunteers and on occasion the Members of the Board.

- Assist the Director of Operations with event planning for Skills for Healing Weekend Retreats, Talks, Seminars and Workshops.
- Administrative tasks.

Time Requirements: This is an on-going role that initially requires 2 hour per week for 1 month, and reducing down to 1.5 hours per week.

Skills and Qualifications: Known for your passion, enthusiasm, and professionalism, you have the ability to deliver results. You are a dedicated, self-motivated, friendly, authentic and caring person and have a passion for contributing your talents and time to enhance individual and community wellbeing, and you have the time available to make Healing and Cancer a priority.

This volunteer position requires someone who is organized, thorough, great attention to detail, good team player, and respects confidentiality.

Orientation and Training: There will be a one-hour orientation and training session with Dr. Rutledge, CEO; Maureen Holmes, Director of Operations; and Sally Alshazly, Director of Volunteers. You will be given an overview of the Foundations purpose, mission, values, programs and goals. Followed by an overview of your role and how it fits within HCF.

Benefits and recognition: This fulfilling role will allow you to gain valuable experience in HCF and give you an insight into the non-profit and healthcare sectors. You will be a key factor in helping people who have been given a cancer diagnosis learn from the experience and wisdom of Dr. Rutledge and Timothy Walker PhD.

Job Location: Orientation will be in person or via Google Hangouts. The weekly work can be carried out from your home.

Contact: Sally Alshazly, Director of Volunteers sally@alshazly.com