



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

Job Title: Document and Database Manager

Job Description: Manager Under the guidance of the Director of Operations, you are responsible for entering and maintaining our contacts and groups in Constant Contact. Also, filing and maintaining documents on our intranet and occasionally creating new databases.

Expectations and Responsibilities: Reporting to the Operations Director, this key member of our team will interact with the Director of Operations, CEO, Volunteer Coordinators and the Volunteers.

- Maintains Constant Contact 'Contact database' by entering new and updated contact information.
- Maintains Constant Contact 'Group databases' by entering new and updated contacts information.
- Maintaining and organizing documents within our Intranet.
- Creating new databases as requested by the CEO, Director of Operations or Director of Volunteers.

Time Requirements: This is an on-going role that initially requires 2 hour per week for 3 months, and reducing down to 1 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, has good data entry skills, great attention to detail, 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