



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

**Job Title:** Outreach/Collaboration/Facilitation Specialist.

**Job Description:** Your role involves liaising with other not-for-profit and charitable organizations to promote HCF and facilitate the collaboration of joint events, such as: co-host a weekend retreat for a specific type of cancer or present live and webcast a public talk. Our philosophy is to empower others in their work in the cancer community.

**Expectations and Responsibilities:** This key member of our team will report to the Director of Volunteers.

- Community Outreach/Facilitation
- Assists with development of innovative marketing/promotional materials for the purpose of delivering them to other not-for-profit and charitable organizations, with the aim of collaborating for joint events
- Plans and executes an effective outreach plan to promote HCF to other not-for-profit and charitable organizations, with the aim of collaborating for joint events
- Develops and maintains positive relationships with other not-for-profit and charitable organizations
- Initiates and maintains a database of contacted not-for-profit and charitable organizations in an organized manner
- Develops ideas for outreach and with CEO's approval, implements those ideas and maintains such strategies

**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 a creative and innovative thinker, who has excellent interpersonal communication skills, research, and marketing and writing skills, is self-motivated, a team player, reliable, and organized.

**Time Requirements:** This is an on-going role that initially requires 2 -5 hours per week for 1 month, reducing down to 1.5 hours per week.

**Orientation and Training:** There will be a one-hour orientation and training session with Dr. Rutledge and Maureen Holmes. 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 exciting and fulfilling role will allow you to gain valuable experience in 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](mailto:sally@alshazly.com)