



## **Community Outreach Ambassador**

### **Part-time position with full benefits**

#### **Purpose of Position:**

The Community Outreach Ambassador works to support the Women's Cancer Resource Center (WCRC) with a variety of community outreach and engagement efforts. This position works in collaboration with other program and administrative staff. This is a part-time (20 hours per week), non-exempt position. As this position represents WCRC in the community at events, health fairs and other venues; some evening and weekends are required. This position reports to the Community Engagement Director/Client Support Clinician.

**This position is entirely grant-funded for 18 months, and continuation beyond this time will be dependent upon securing funding.**

#### **Duties:**

- Reach out to community-based organizations and local businesses to schedule speaking presentations and connect WCRC to in-person and virtual outreach events and opportunities
- Assemble outreach kits for staff and volunteers to use at tabling events and health/resource fairs
- Staff the outreach tabling events for WCRC and coordinate the volunteers to assist with them
- Serve on the Outreach Committee and support the development of outreach collateral; assist the Community Engagement Director in the implementation of an outreach plan to raise awareness about WCRC's programs and services, to increase client reach and referrals from medical and community partners
- Provide training for new outreach committee volunteers on how to set up materials at tabling events, answer questions, provide materials/giveaways, and collect data
- Other duties as assigned by the Community Engagement Director/Client Support Clinician or Executive Director

#### **Qualifications & Experience:**

- Excellent verbal and written communication skills; solid problem-solving skills
- Ability to work independently as well as collaboratively in a team environment, and availability to attend community resource fairs and tabling events on evenings or weekends
- Sensitivity and comfort working in a culturally diverse environment (e.g., race, ethnicity, socio-economic status, sexual orientation, gender identity, physical ability, religious/spiritual affiliation) and with a variety of community partners
- Self-motivated, energetic, and dependable

- Comfortable with communicating via phone, email, and text
- Basic computer literacy including the following MS Office applications: Word, Excel, and Outlook. Facility with social media (Facebook), Internet, and web publishing applications
- Must have your own reliable transportation
- Ability to lift up to 35 pounds when transporting tabling supplies
- Knowledge and understanding of cancer/chronic illness and the physical and emotional impact of cancer/chronic illness on individuals
- Understanding the practice of cultural humility and how this applies to the organization's service delivery and culture

*To honor and nurture our multicultural community of clients, volunteers, staff, board and community partners, the Women's Cancer Resource Center acknowledges that cultural awareness is an ongoing process of lifelong learning, and the organization dedicates time and resources to support ongoing training and professional development opportunities.*

Compensation: \$25.00 per hour. This is a part-time (20 hours per week) position with full benefits. WCRC offers a generous benefits package, which includes 100% coverage of medical, dental and vision; a SIMPLE IRA retirement plan, with 2% of salary employer contribution; long-term disability; vacation and sick time; and twelve paid agency holidays, including Cesar Chavez and Juneteenth, and a floating holiday for your birthday.

### **How to Apply:**

Please address a cover letter and a resume to "Human Resources" by email to [jobs@wcrc.org](mailto:jobs@wcrc.org), or by mail to WCRC, 2908 Ellsworth Street, Berkeley, CA 94705.

WCRC values and specifically seeks applicants who are people of color, women, queer, transgender, gender non-conforming, and/or gender fluid people. We value and specifically seek applicants who thrive in the pursuit of social justice and have a passion for addressing health disparities and inequities.

WCRC does not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, national origin, ancestry, age, size, sex, sexual orientation, gender, gender identity, familial status, veteran status, disability, AIDS/HIV status, medical condition, prior conviction, or any other characteristic protected by law.

Position is open until filled.

### **About WCRC**

WCRC works to advance equity in cancer information, support and care, especially for those who are low-income, people of color, undocumented, queer, or trans. Since 1986, WCRC has provided a comprehensive array of support services to people with cancer, their families, and their caregivers—all free of charge. Our services include practical services, financial assistance, treatment navigation, general wellness promotion, education, and mental health services. As a highly committed, equity-focused organization, helping to reduce disparities in cancer at every stage is one of our fundamental goals.