

6/20/2019



## Rein in Sarcoma Position Description Health Program Coordinator

### Health Program Coordinator – Major Responsibilities:

The primary responsibility of this position is to work with medical professionals and RIS volunteers to develop and implement sarcoma cancer educational programs directed primarily toward medical professionals with the goal of bring about early diagnosis and effective treatment. The position reports to the Executive Director regarding educational progress and needs.

### Position details:

Type of Position: Contract

Time: Part time, approximately 16 hours per week

### Responsibilities will include:

- Refine and manage comprehensive sarcoma education program primarily directed to medical professionals.
- Work with the Red Flags of Education Committee and the Medical Advisory Board to support educational efforts for the public and community based health programs for school nurses and athletic trainers.
- Work with the Sarcoma Scholars and their advisors on programs for medical students and for general awareness.
- Draft a comprehensive description of the RIS scholar program as a template for other academic institutions.
- To make key sarcoma cancer educational presentations to medical professionals and lay persons
- Help to expand our educational initiatives and disseminate them to other medical systems and institutions.

### Background and Qualifications of Candidate:

- Strong medical background (includes physicians, nurses, and public health workers); someone with a background in education, medical education or the health sciences would be a strong candidate as well.
- Excellent written and verbal communication skills
- Awareness and understanding of the methods to communicate information to the medical community
- Strong analytical and organizational skills
- Ability to work with and strengthen volunteers and volunteer committees
- Ties to both the public and medical communities
- Connection with and passion about sarcoma cancers

### Application process:

Please email cover letter and resume to [employmentris@reininsarcoma.org](mailto:employmentris@reininsarcoma.org).

**Organization Description:**

The Rein in Sarcoma Foundation (RIS) is a resource for patients and families touched by sarcoma cancers. The largest and best-known sarcoma foundation in the Upper Midwest, it is a Minnesota Non-Profit tax exempt (501c3) organization.

Sarcomas are an uncommon and often lethal group of bone and soft tissue cancers that often strike children and young adults. Working in partnership with local health care systems, RIS seeks to fund innovative, collaborative and high-impact research.

Rein in Sarcoma was created in 2001 by a family impacted by sarcoma cancer. The organization has been led by the founding family, a volunteer Board of Directors and supported by the efforts of hundreds of others. Over the past 17 years, RIS has reached thousands of people and raised nearly \$2 million to support its mission.

[www.reininsarcoma.org](http://www.reininsarcoma.org)