**Job Title:** Associate Director of Survivor and Caregiver Support Programs

**Reports to:** Director of Outreach and Support Services

**Supervisory Responsibilities:** Current direct supervision of one staff with potential to grow

**Budget Responsibilities:**       None

**Classification:** Exempt 

**Summary**

Looking for candidates excited about supporting and empowering those impacted by lung cancer in the US with the best support and information possible at any step along the cancer journey. The Associate Director of Survivor and Caregiver Programs will manage and develop education and support programs for patients, survivors and their loved ones as they go through the cancer continuum. The current portfolio includes a range of programs including a toll-free HelpLine, a Phone Buddy peer-to-peer mentoring program, educational and support materials and LungMatch, an initiative linking patients to appropriate molecular testing and clinical trials, personalized for each patient with lung cancer. In addition, LCA has a long history of spearheading psychosocial research to continuously improve how those impacted by lung cancer can be even better supported. As such, the ideal candidate has extensive experience providing psychosocial support to those with serious health conditions, the ability to think both pragmatically and creatively about how to deliver support and information and clearly demonstrated ability to understand the clinical aspects of lung cancer. This position offers tremendous opportunities for growth and innovation.

Essential Duties:

* + - Provide direct service information and referral to callers to the HelpLine and maintain up-to-date information and referral resources
    - Assess patient and caregiver needs across both the broad lung cancer community as well as the more immediate community already in contact with LCA and create data-responsive programs to meet identified needs
    - Provide continuous monitoring and evaluation of programs and services for quality assurance and recommend programmatic changes as appropriate.
    - Recruit, train and supervise support staff (potentially including interns and volunteers when considered useful to meeting program goals)
    - Oversee the maintenance and updating of relevant program pages of website
    - Maintain knowledge of rapidly evolving lung cancer treatment and clinical trial options
    - Assist with development of patient educational materials
    - Represent LCA at conferences and other meetings
    - Other duties as assigned

SKILLS/REQUIREMENTS

* + - Commitment to LCA’s mission and vision
    - Extensive professional experience in psychosocial care setting; preference for candidates who have worked specifically in oncology
    - Ability to learn, understand and communicate medical/scientific concepts associated with lung cancer risk, testing, treatment, and survivorship issues
    - Excellent computer skills and ability to learn new technology with limited formal training; preference for candidate with experience using CRM and/or call center software such as SalesForce and Raiser’s Edge
    - Strong oral and written communication skills; excellent ability to listen and provide feedback
    - Ability to effectively communicate with, motivate, support and manage individuals of diverse ages, backgrounds and life experiences
    - Strong organizational skills; able to manage multiple projects simultaneously, including tracking progress and outcomes
    - Strong interpersonal skills and the ability to display compassion, sympathy and patience toward the affected community.
    - Ability to work collaboratively both within and outside of support team.
    - Supervision experience preferred.

SALARY & BENEFITS

* Salary is commensurate with experience
* Generous benefits package included
* Lung Cancer Alliance is an equal opportunity employer

Please send cover letter, resume and salary requirements to Lung Cancer Alliance through email, jobs@lungcanceralliance.org , subject line “Survivor and Caregiver Programs.“

Lung Cancer Alliance is one of the leading and most highly rated nonprofit organization dedicated to fighting lung cancer in the nation. Since 1995, we have played a critical role in every major advance – changing how we support, talk about, detect and treat the disease – and turning those impacted into survivors. Our mission is saving lives and advancing research by empowering those living with and at risk for lung cancer.

For more information, please visit: [www.lungcanceralliance.org](http://www.lungcanceralliance.org/)