



Webinar Coordinator Job Description

Title: Webinar Coordinator

Purpose of position: Provide program coordination and management support to GRACE's Program and Partnerships Manager focused on improving GRACE's educational content development and delivery to patients and caregivers through online live webinar programs designed to educate and empower the cancer patient community.

Time commitment: 10 hours per week on average

Salary estimate: \$20 per hour / \$10,400 per year

Job location and employment type: This is a remote, work-from-home position based in the United States paid as a W2 employee.

Knowledge/Experience/Skills and Qualifications:

- Strong desire to help patients and caregivers during and after cancer treatment. Prefer cancer patient/survivor or caregiver or individual with a strong interest in our mission to educate and empower patients
- Tech experience:
 - Experience with Zoom-style webinars
 - Experience with TeamWork program management software (or willingness to learn), and Movavi video editing software (or willingness to learn)
- Admin duties and experience
 - Online research on a variety of topics
 - Ability to communicate (written and oral) in an unbiased manner, putting personal opinions aside
 - Support Program Manager and balance a variety of tasks
 - Project management basics
- Program management duties and experience:
 - Ability to take initiative to reach out to faculty, create agendas and coordinate all of the pieces that go into producing online webinars
 - Experience coordinating/scheduling with multiple personnel, often with varied schedules and in different timezones
 - Coordinate faculty (agenda, scheduling)
 - Coordinate online technology (Zoom, Classy, etc.)
 - Attend all planned live webinar events as moderator (most occur on weekends to accommodate patient and doctor availability)
 - Program budget management for webinar activities
 - Multilingual (English and Spanish/other) a plus
- General GRACE team member expectations and responsibilities
 - Work with the GRACE team to help coordinate and promote webinars
 - Work independently from home office with little supervision

- Collaborative working style and team-player attitude
- Positive and encouraging personality
- Highly motivated with a strong work ethic
- Reliable, trustworthy, and committed to the team's success
- Outstanding organizational skills and ability to prioritize tasks
- Willingness to learn project management tracking tools and diligent at tracking progress
- Flexibility. We are a small staff and often wear multiple hats to fulfill our mission. This position has the unique opportunity to work with Operations, Program, Outreach and Executive areas of the organization
- Attend regular staff meetings as scheduled
- Other duties as assigned

Description of work:

GRACE currently produces over 20 patient education programs, 4 of which are currently produced in a live webinar format. These 4 live webinar programs typically produce about 185 short videos from the recorded content, and include approximately 14 hours of live broadcasting over the course of the year.

GRACE is looking for an experienced, proactive individual to work collaboratively with our team on to coordinate our existing live webinar programs and help us grow our live webinar content. This role will oversee tasks delegated to you by the Programs and Partnerships Manager that involve live webinar coordination, production and content publishing. You will need to be highly organized, adaptable, and able to prioritize tasks while working independently.

While our small staff has defined roles and responsibilities, we work as a team and support each other as needed, especially during live patient education programs. The Webinar Coordinator will work an average of 10 hours per week over the course of the year providing support for GRACE's program management team. Specifically:

1. Work with the Programs and Partnerships Manager to coordinate and produce four (4) existing live webinar programs
2. Work with the Programs and Partnerships Manager to create at least two (2) more live webinar programs, aiming for one (1) live webinar program produced approximately every other month for a total of at least six (6) live webinars per year
3. Assist Executive Director with special projects as needed
4. Patient/Caregiver Awareness Duties
 - a. Support GRACE management team with End of Year Appeal outreach coordination (email, electronic newsletter)
 - b. Attend annual American Society of Clinical Oncology conference, in Chicago, IL, along with the entire GRACE team the first weekend of June each year to assist with our booth and engagement (travel, etc. paid for by GRACE)

Measure of success: The work of the Webinar Coordinator is to support GRACE's program management team with a goal of empowering and educating the cancer patient and caregiver community as they navigate cancer treatment. This work has a ripple effect and is greatly impactful to the advancement and fulfillment of GRACE's mission. Therefore, success in this role will be assessed based on the following criteria, reviewed quarterly:

1. Timely coordination, production, and publishing of live webinar program content.
2. Metrics reflecting patient/caregiver engagement during webinars.
3. Enhanced capability for GRACE management to expand reach through program, tech, and outreach/partnership expansion.

This position offers a unique opportunity to contribute to GRACE's mission by empowering and educating the cancer patient and caregiver community. The Webinar Coordinator will play a pivotal role in advancing GRACE's objectives and achieving impactful outcomes.

Please provide your resume and cover letter by the deadline of February 15, 2024 via email to abickleman@cancergrace.org, highlighting your distinct interest in this position and your alignment to our mission of educating and empowering patients with cancer.