

Patient Programs Coordinator

If you are a compassionate, dedicated individual who wants to make a tangible difference in the fight against colorectal cancer - this is your opportunity to shine! We are seeking a one-of-a-kind team player to support, educate and advocate for colorectal cancer patients and their families, ensuring their voices are heard, their needs are met, and they can navigate the healthcare system with confidence and evidence-based information.

Reporting to the President & CEO and the Chief Research Officer, the Patient Programs Coordinator will be responsible for assisting with the coordination and development of CCRAN's Patient Programs and developing content acumen across the continuum of colorectal cancer. Supporting, working closely with, and training under the guidance of the National Programs Officer and Chief Research Officer, the Patient Programs Coordinator will support the continued quality of existing programs, while assisting with the development of new programming and scientific events in response to CCRAN's needs.

About Us

The Colorectal Cancer Resource & Action Network (CCRAN) is a national, patient-focused organization passionately championing the health and wellbeing of Canadians affected by colorectal cancer, and others at risk of developing the disease. We provide support, education, and advocacy to patients and their caregivers to help improve patients' quality of life and their longevity. CCRAN has expanded its patient-focused mandate to now serve a population of cancer patients outside the colorectal cancer space to ultimately reduce the burden of cancer in Canada. Helping those who have been impacted by cancer is at the heart of it all.

Roles and Responsibilities

- Assist with the coordination of CCRAN's patient-focused and evidence-based programs.
- Assist with the planning and facilitation of CCRAN's patient education events, including the *"My Colorectal Cancer Summit"*
- Completing CCRAN's *"My Colorectal Cancer Coach Training & Certification"* annually.
- Coordinate annual updates for CCRAN's online educational tools: *"My Colorectal Cancer Consultant"* and *"My Colorectal Cancer Treatment Side Effects"*.
- Coordinate CCRAN's monthly *"Research and Clinical Treatment Updates"* and participate in the monthly, virtual *"Patient & Caregiver National Information & Support Group Meetings"*.
- Keeping abreast of advancements in the management of colorectal cancer.
- Maintaining privacy of confidential records, correspondence, and files.
- In the course of duties, help identify and apply to potential sponsors, donors, or development opportunities to help meet the needs of new programming.
- Assist with the development, planning, promotion, execution, and evaluation of CCRAN's national scientific conferences and symposia.
- Liaising directly with patients and medical experts as required.
- Update CCRAN's website content, ensuring users are kept abreast of the latest advancements in the management of the pathology across the continuum of colorectal cancer care.
- Other functions, as required, to support the team and the organization.

Required Skills & Knowledge

- Minimum of a Bachelor of Science (BSc) degree or an accredited health professional designation, or equivalent.
- Knowledge of colorectal cancer (screening, treatment, survivorship) through lived experience, academic study, or professional background.
- Experience as a healthcare or science professional is a strong asset.
- Bilingual in both English & French (oral and written) is a strong asset.
- Strong proficiency in Microsoft 365 Suite and virtual learning platforms (Zoom, Teams, etc.).

CCRAN looks for team members who are:

- Kind and supportive.
- Diligent and hard-working.
- Taking initiative and are coachable.
- Highly organized with strong time management skills.
- Detail oriented and able to manage multiple priorities under tight deadlines.
- Clear, consistent, and effective oral and written communicators.
- Both independent and collaborative.
- Comfortable with change, with an ability to be flexible.
- Enthusiastic about continuous learning.
- Passionate and patient-focused.

Employment Details

- Full-time, Remote (within Canada).
- Exclusive position (may not be employed or engaged in any capacity in any other business activity, without having obtained CCRAN's prior written approval).

What We Offer

- The opportunity to make a difference for cancer patients across Canada.
- An opportunity to learn, grow, and advance within the organization.
- Generous time off: 10 days paid vacation, in addition to holiday closures for around two weeks at the end of the year and on Easter Monday.
- A comprehensive health and benefits package.
- A fully remote workplace.
- A collaborative and forward-thinking team.
- A supportive, inclusive, and purpose-driven workplace culture where employees feel valued, respected, and empowered to do their best and grow personally and professionally.
- Salary: \$50,000 annually.

Application Deadline: As soon as possible, with applications being reviewed as they are received.

Join us in our mission to reduce the burden of cancer in Canada!

To apply, please send your resume and cover letter to Meital at meital.i@ccran.org