



SAVING LIVES AND ADVANCING
RESEARCH BY EMPOWERING
THOSE LIVING WITH AND
AT RISK FOR LUNG CANCER.

LungCancerAlliance.org

1700 K Street NW, Ste 660
Washington, DC 20006

Position Description

| | |
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| Job Title | Medical Outreach Coordinator |
| Reports to: | Director of Medical Outreach |
| Supervisory Responsibilities: | None |
| Budget Responsibilities: | None |
| Classification: | Non-Exempt |

Summary

Lung Cancer Alliance (LCA) is seeking a Medical Outreach Coordinator to join the LCA team in charge of developing and maintaining relationships with health care professionals across the US. The primary responsibility will be to coordinate data collection for the LCA Screening Centers of Excellence Network, a group of over 475 mostly hospital-based screening programs that have committed to following best practice screening guidelines. This person will work closely with the Medical Outreach team to coordinate large amounts of data generated by screening programs. In addition, this person will work with the Medical Outreach team in establishing closer relationships with health care facilities treating those diagnosed with lung cancer by responding to resource requests.

Essential Duties:

- Coordinate collection of annual application updates and semi-annual data reporting from Screening Centers of Excellence and work with Medical Outreach team to create and disseminate reports to network members
- Coordinate new application review with Senior Manager for Medical Outreach
- Ensure facility, contact and program information are updated in Raiser's Edge tracking database and other tracking documents on a regular basis
- Track and respond to facility requests for and manage patient education resources
- Work with other LCA staff to connect with healthcare facilities as appropriate
- Manage updates to relevant web content
- Other duties as assigned

SKILLS/REQUIREMENTS

- Commitment to LCA's mission and vision

- At least 2 years of experience in program management and/or data collection, preferably in health field
- Bachelor's degree required, Master's degree in a health-related field preferred
- Excellent attention to detail
- Ability to track and manage large amounts of program data
- Demonstrated success in building relationships with external partners
- Excellent computer skills, including experience working with database and/or spreadsheet programs. Preference for candidate with experience using Raiser's Edge and Luminate (Blackbaud)
- Excellent verbal and written communication skills

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 "Data".

For more information, please visit: www.lungcanceralliance.org

