



VOLUNTEER POSITION DESCRIPTION

POSITION: Medical Advisory Board Assistant

OBJECTIVE: Assist with communication between GCTC staff and Medical Advisory Board (MAB) members and meeting coordination/follow-up

ROLE DESCRIPTION:

- Be the primary assistant to the Program Director for communications to MAB members (which include oncologists, nurse navigators/coordinators, chaplains, PT/OT, hospice providers and mental health professionals, etc.) Communication may include:
 - Calendar requests on Microsoft Outlook
 - Meeting reminder emails and agendas
 - Confirmation phone calls
 - Post-meeting communications
- Take meeting minutes during the MAB meetings to report back to attendees
- Work within CRM and excel database to assure accurate and up-to-date information for MAB members
- Assist in coordination of food and beverage acquisition for meeting
- Be available for day-of room set up/tear down and other day-of tasks as needed

SKILLS:

- Excellent communication skills with high attention to detail and ease communicating with reputable healthcare professionals
- Organized and timely in position duties
- Demonstrated computer skills, including high level of comfort using internet based applications
- Basic to advanced knowledge of Microsoft Suite (Outlook, Excel and Word)
- Ability to learn new systems as needed
- Must be able to pass a criminal background check

BENEFITS:

- Work closely with a dedicated and passionate group of people
- Build connections with professionals in the oncology world
- Further develop your administrative and computer skills

DATE/DAYS: As needed based on MAB meeting schedule

TIME COMMITMENT: 24 hours annually; prep/follow up work before and after MAB meetings (occur 3x per year in March, June and October)

CONTACT: Ali DeCamillis, Ali.DeCamillis@GildasClubTwinCities.org, 952-767-7627

TRAINING: General Volunteer Orientation