

The Gathering Place

Cancer Resource Coordinator Job Description

The Gathering Place is a non-profit community-based cancer center located in Cleveland Ohio that supports, educates, and empowers individuals and families coping with the impact of cancer through programs and services provided free of charge. We are seeking an engaging and energetic professional to fill the role of Cancer Resource Coordinator. This part-time role is rooted in compassion, clarity and empowerment, ensuring that each participant feels informed and supported.

The Cancer Resource Coordinator:

- Helps participants better understand their cancer diagnosis by translating clinical language and test results into clear, accessible information
- Researches and shares information on relevant clinical trials across the country
- Builds a networks of vetted financial and legal professionals to assist with practical needs such as estate planning, wills and guardianship
- Recommends helpful books, articles and educational resources for individuals diagnosed with cancer and their support systems
- Connects families with local and national organizations and non-profit agencies for additional support and resources
- Collaborates with The Gathering Place program staff to create and deliver educational and supportive programming to meet the needs of participants

The ideal candidate for this position will hold a Master of Library and Information Science or Bachelor/Master of Nursing degree or related field. A minimum of two years' experience in oncology is preferred. Resumes may be submitted to Karen Hatfield, Chief Program Officer for The Gathering Place at hatfield@touchedbycancer.org