

Job Description

Position Title: Testimonial Outreach Volunteer/Intern
Department: Programs
Status: Volunteer; Unpaid Internship
Supervisor(s): Director of Partnerships and Engagement

About Imerman Angels:

Imerman Angels (IA) was created on the belief that no one should have to face cancer alone and without the necessary support. At 26 years old, Jonny Imerman was diagnosed with testicular cancer and began his fight against the disease. Throughout his experience, Jonny was lucky enough to have loving support from his family and friends but had never met anyone his age who was a cancer survivor. He wanted to talk to someone just like him, someone who truly understood and was intimately familiar with his experience. In short, he was looking for someone who had already faced the same type of cancer. This was the beginning of Jonny's vision, and in 2003, it became a reality when he founded Imerman Angels.

Through our unique matching process, Imerman Angels partners anyone seeking cancer support with a "Mentor Angel." A Mentor Angel is a cancer survivor, previvor or caregiver of the same age, same gender, and, most importantly, who has faced the same type of cancer. Our service is absolutely free and helps anyone touched by any type of cancer, at any cancer stage level, at any age, living anywhere in the world.

Position Summary:

The Testimonial Outreach Volunteer/Intern (TORVI) supports Imerman Angels' Programs Team, and works directly with our community by listening to, recording and organizing their cancer journey narratives with Imerman Angels. The TORVI gathers these stories (called Mission Moments) with empathy and care. The TORVI works with the Director of Partnerships and Engagement to identify Mission Moments appropriate to share and that might inspire others in their cancer journey and prompt them to register with Imerman Angels.

Position Details

Work Schedule: (for internships) A minimum commitment of 12 weeks; A minimum commitment of 16 hours/wk.

Compensation: n/a

Other Benefits: Flexible work schedule; remote work from home

Position Functions and Responsibilities

(80%) Mission Moment Collection

- Communicate with cancer fighters, survivors, previvors and caregivers to solicit, record, organize and share Mission Moments.
 - Exhibit excellent written and verbal communication skills by communicating with community members via phone, video and email.
 - Practice empathic and active listening while gathering cancer journey narratives from community members.
 - Record cancer journey narratives accurately and efficiently via data entry in Google Docs.
 - Represent Imerman Angels with professionalism with interacting with community members, and treat collected cancer stories with all due care and sensitivity.
 - Follow-up, as required, with community members in a timely fashion.

(10%) General Administration

- Manage deadlines and schedules, and self-regulate your workflow with minimal supervision.
- Use Google Office Suite applications (Gmail, Google Calendar, GChat, Google Drive, Google Meet) to effectively communicate with other team members and external supporters, partners and clients.
- Update and improve knowledge and understanding of issues related to the cancer community. Including (but not limited to) jargon regarding diagnosis, metastasis, treatments and genetic mutations.

(10%) Team Collaboration

- Review Programs Team meeting agendas for Mission Moment needs.

Position Requirements:

- A personal computer capable of standard web browsing functions
- Excellent verbal and written communication skills
- General computer skills
- Organized and detail-oriented self-starter
- Ability to work independently with little supervision
- Team player
- Able to multitask with ease
- Passion for helping others

Work Environment

The physical demands and work environment described below are representative of those one would encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.

- This role requires frequent sitting. This role uses standard office equipment such as computers/laptops, monitors and printers/scanners. Employees are regularly required to communicate effectively via computer, phone and/or in person.
- Imerman Angels is a hybrid workplace. Some workdays are onsite at our offices, while others require working remotely. IA does not have control over the accessibility of off-site locations it does not control.

Our Commitment to Diversity and Equal Opportunity

Imerman Angels provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, citizenship status, age, disability, genetic information, marital status, ancestry, sex, pregnancy, parental status, credit history, order of protection status, expunged or sealed convictions, or status as a covered veteran (including unfavorable military discharge) in accordance with applicable federal, state and local laws. Imerman Angels complies with applicable federal, state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Imerman Angels expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Imerman Angels' employees to perform their expected job duties is absolutely not tolerated.

How To Apply:

Please email a cover letter and resume to:

Jackie Herigodt, Director of Partnerships and Engagement
jherigodt@imermanangels.org

No phone inquiries or mail submissions please. Questions may be directed to the email address above.