Gateway to Hope – Clinical Support Position with Outreach Focus

Gateway to Hope Mission: To secure comprehensive care and provide basic financial assistance for individuals in need diagnosed with or at high risk for developing breast cancer.

Position: Clinical Support with Outreach Focus
Part-time/Temporary position: February 2016 through July 2016
5-10 hours per week
$10 per hour

Qualifications:
- MSW-in progress
- Prefer candidates with interest in healthcare
- Good communication (verbal/written) skills
- Proficient in Microsoft Office

Duties:
- Familiarize self with Gateway to Hope mission and programs
- Plan, organize, and implement outreach efforts
  - Beyond the contacts provided, research additional organizations, healthcare providers, etc. in the state of Missouri and Southern Illinois
- Initiate communication (mostly by phone) with contacts
- Maintain detailed list of outreach efforts
- Provide weekly update to clinical staff
- Compile (not create) and send out promotional materials as needed
- Familiarize self with clinical office and procedures. Complete other duties as needed.

To Apply:

Please direct questions to and/or submit resume, cover letter, and writing sample to Keri Koehler at keri@gthstl.org.

To learn more about Gateway to Hope, please visit www.gthstl.org