



## We're Hiring!

Position: **Integrated Programs Associate**

Location: Remote

Salary: \$22 to \$24/hr

**Compassion & Choices** is seeking an **Integrated Programs Associate** to help advance our medical outreach and education efforts across the country.

This position is primarily responsible for working within the Integrated Programs department to support medical outreach and education, healthcare system relations and promulgation of our end of life planning tools. This staff member will be responsible for managing conference submissions, maintaining internal databases and working across the team to ensure organizational needs are met.

This is a full-time, remotely-located, paid position reporting to the Director of Integrated Programs. Compensation offered will be commensurate with experience.

We offer excellent benefits including employer-shared medical and dental insurance premiums, employer-paid short- and long-term disability, life and accidental death & dismemberment insurance, flexible spending account for medical and child care, commuter pre-tax benefit, eligibility to participate in 401K with generous 5% employer match and 100% vested at time of eligibility, 9 paid holidays, 17 PTO days first year, and floating holidays.

### **Responsibilities:**

- Managing department projects such as: soliciting educational opportunities at medical conferences for staff and volunteers, researching insurance coverage issues and developing medical outreach materials.
- Developing and submitting conference proposals and PowerPoint presentations.
- Co-Manages departmental involvement in public events and webinars.
- Coordinates with department managers to update and create content for department web pages and marketing collateral
- Develops, tracks and reports out progress on programs
- Demonstrates commitment to and active support of C&C's Diversity & Inclusion program.

## **Preferred Qualifications (You will be a good fit):**

### **Education and Experience:**

- Bachelor degree – or equivalent education and/or experience in a similar positions
- A minimum of 2 years of work experience.
- Experience coordinating medical education or academic conference submissions

### **Skills:**

- Ability to manage multiple projects and to meet multiple deadlines.
- Ability to work independently and as part of a team.
- Strong administrative and organizational skills.
- Computer Skills: Excellent computer skills, including Excel, Word, Outlook, Database management, Google environment.

### **How to Apply:**

Email current resume and cover letter as one PDF document to HR@CompassionAndChoices.org. In the subject line of your email, indicate “Last\_First Name, IPPA 08-2020”. In your cover letter, please (1) indicate how your personal philosophy aligns with our mission, (2) provide a brief summary of your directly related experience, and (3) provide your salary expectation (with a specific amount/range vs ‘negotiable’).

Questions about the position may be directed to HR@compassionandchoices.org.

### **About Compassion & Choices**

Across the nation, Compassion & Choices works to create a society that affirms life and accepts the inevitability of death, embraces expanded options for compassionate dying, and empowers everyone to choose end-of-life care that reflects their values, priorities and beliefs. To make this vision a reality, we improve care, expand options and empower everyone to chart their end-of-life journey.

Compassion & Choices is committed to building a staff that reflects the diverse communities that make up our country. We are an Equal Opportunity Employer and recruit, hire, train, promote, and administer any and all personnel actions without regard to age, color, creed, disability, economic status, ethnic identity, gender identity, national origin race, religion, sex, sexual orientation, veterans status, or any other basis prohibited by applicable law.

Link to Job Description: <https://compassionandchoices.org/about-us/employment>