

**DEPARTMENT:** Cellular Therapy - GenCure

**JOB TITLE:** Community Engagement Volunteer/Intern

**GENERAL STATEMENT OF DUTIES:** As an Intern, you will be trained on raising public awareness regarding the need for marrow donors. You will have the opportunity to perform educational presentations to campus communities, student groups, schools and/or businesses within the center's geographical region. In addition, you will be trained on how to conduct all aspects of marrow donor recruitment to include: establishing professional relationships, drive coordination, volunteer training, event marketing and promotion on behalf of the Cellular Therapy/Be the Match Department.

**QUALIFICATIONS:**

**Education:** Bachelor's Degree and/or two years of higher education or work related experience preferred

**Experience:** Background in sales, non-profit work, marketing, event planning, public speaking or communications preferred  
Clerical experience preferred  
Computer experience required  
Bilingual preferred  
Must be at least 21 years old with a good driving record  
Three years driving experience required

**Certification/License:** Texas Operators Driver's License

**KNOWLEDGE/SKILLS/ABILITIES:**

**Knowledge:** Be familiar with the community. Acquire a working knowledge of all phases of the Cellular Therapy/Be the Match programs.

**Skills:** Bilingual preferred. Excellent sales, interpersonal, communication and public speaking skills. Computer skills preferred. Must be capable of operating motor vehicles in all types of weather conditions.

**Abilities:** Must be professional, highly motivated, innovative, creative, assertive, organized and able to communicate effectively orally and in writing. Must be a self-starter and capable of working independently. Must be able to interact with minority communities and able to keep information confidential. Must be neat in appearance and well groomed.

## PERFORMANCE RESPONSIBILITIES:

### Essential Functions:

1. Educate and inform the campus community, specifically minority groups, about the functions and needs of the Cellular Therapy/Be the Match Department.
2. Establish and maintain working relationships with student organizations and campus community and identify CAMCO (Cancer Advocacy Movement for Colleges & Outreach) volunteers.
3. Perform educational presentations to obtain support from campus community, student groups, and faculty/staff.
4. Assist with coordinating CAMCO events and recruitment drives including logistics, supplies, volunteers, education and funding.
5. Create marketing materials and promote drives/events using the internet, social media and other means of communication.
6. Coordinate and work tables at campus donor drives and special events, etc.
7. Maintain close working relationship with the GenCure/Be the Match Community Engagement Representative; specifically the CAMCO CE Representative.
8. Adhere to guidelines of the NMDP/Be the Match recruitment guidelines.
9. Maintain an adequate supply of educational and marketing materials.
10. Assist in preparing marketing materials for drives and special events.
11. Assist other GenCure personnel with the completion of assigned job tasks.
12. May perform other tasks as assigned.

### Nonessential Functions:

1. May perform educational presentations about other GenCure services to include blood, tissue and cord blood donations.
2. May develop and translate printed material for distribution to Hispanic or other minority groups.

**TYPICAL PHYSICAL DEMANDS:** Will sit, stand, walk, bend and drive during working hours. Requires lifting and carrying up to 20 lbs. Requires manual and finger dexterity and eye-hand coordination. Requires normal or corrected vision and hearing to normal range. Must be able to drive on behalf of South Texas Blood & Tissue Center.

**TYPICAL WORKING CONDITIONS:** Works in a well-lit, air conditioned and heated office. Exposed to electrical and chemical hazards and other conditions common to an office environment. May be required to work at any time of the day, evening or night during the week or weekend. Ability to use personal motor vehicle for company business required.