

Volunteer and Client Services Coordinator

For 25 years, CanCare has provided one-on-one, emotional support to cancer patients and their families through a trained volunteer who has survived a similar diagnosis. No other organization in Houston provides this type of support. Our volunteers offer Hope for the future, courage to face the road ahead and compassion that comes from a shared experience.

This is an exciting time of expansion of our services to the community, and to help us achieve that growth, we are seeking an empathetic individual with exceptional verbal, written, and communication skills to fill the position of **Volunteer and Client Services Coordinator**.

Duties include:

Communicating with cancer patients and caregivers to facilitate the caring connection with one of our over 700 CanCare volunteers

Assist with preparation for volunteer training

General, shared office duties including, answering incoming calls and data entry

Excellent Microsoft Office and Windows-based computer skills are required

The position offers a competitive compensation package comprised of a base salary and benefits. Those interested in this position should send a cover letter and resume to CanCare via email at opportunities@cancare.org. Please include "Volunteer and Client Services Coordinator" in the subject line of the e-mail.