***The Neighborhood Cancer Connection is a nonprofit whose mission is to connect people to free, integrative services that can meet their emotional needs, relieve financial burdens, and equip them for the most successful journey through cancer. In the unpredictable fight against cancer, we work to promise one constant: dignity through equal access to care and community for the most vulnerable.***

**Job Opening:**

Client Specialist

The Neighborhood Cancer Connection is seeking a full-time (average 38.5 hours/week) Client Specialist to join our growing team. If you're looking to work with a passionate group of nonprofit professionals in a flexible work environment, the Neighborhood Cancer Connection is for you. Our small but mighty team is 100% committed to improving the quality of life of cancer patients and their families. We offer ample paid time off (including ½ day Fridays), holiday pay, and dental/vision/life insurance.

**Responsibilities:**

Our Client Specialist will provide vital services to cancer patients and their families. The position will report directly to the Executive Director. This role requires a high degree of empathy, flexibility, and adaptability. Below is a sample of duties:

* Greet new and existing clients and clearly communicate our services and processes
* Conduct in-take on new patients, assess their emotional needs and inform them of our financial, physical, and emotional support
* Make appropriate counseling referrals for clients needing additional mental health care
* Provide appropriate “close the loop” referrals and case management for clients who have needs outside of the organization’s scope or mission
* Provide nutrition, disposables, wigs, equipment or other items and help patients load cars
* Answer phones, open and distribute mail and deliveries
* Coordinate meetings and office schedules
* Organize, order, and stock supplies (nutrition, disposables, office supplies)
* Log patient information in client database
* Represent the organization by establishing positive working relationships with colleagues, community resources, and collaborators

**Requirements:**

* Bachelor’s degree (preferred) or associates degree
* Minimum of 2 years of experience in nonprofit or similar organization
* Warm, friendly, genuine demeanor – an authentic “people person”
* Able to maintain composure and professionalism when interacting with people in distress
* Excellent written and oral communication
* Proficient with technology
* Bilingual (Spanish) is a plus

**Qualifications:**

The successful applicant will possess those personal qualities of character and compassion that demonstrate full appreciation of the mission and objectives of the Neighborhood Cancer Connection. They will be flexible, adaptable, and able to thrive in a non-clinical setting with a small team of professionals. They commit to bringing positivity, creativity, and problem-solving skills to the workplace. We seek a candidate who is self-directed and self-motivated with excellent time management skills.

**Salary**:

Hourly; range: $18-$21/hour

**Please email a resume and cover letter to** [info@nccgreenville.org](mailto:info@nccgreenville.org)