Job Title: Patient Education Coordinator  
Reports To: Director of Education  
Status: Part-Time/ Hourly (24-30 hours a week)  
Location: Open

About The Mast Cell Disease Society, Inc. (TMS): The Mast Cell Disease Society Inc. is dedicated to providing multi-faceted support to patients, families and medical professionals in our community and to leading the advancement of knowledge and research in mast cell diseases through education, advocacy and collaboration. For more information, please visit www.tmsforacure.org.

Role Summary:  
Patient education and support programs are vital for success in meeting our mission at TMS.

The Patient Education Coordinator is responsible for leading the delivery of clinical education and patient support. Reporting to the Director of Education working closely with the Board of Directors and volunteers, the Coordinator is responsible for direct patient engagement of resource navigation, support groups, and other community events.

An ideal candidate can apply their nursing assessment skills, is a creative problem solver, critical thinker and relationship builder. Attention to detail, communication, analytical and multi-project management skills are essential skills.

Responsibilities include:
- Carry out daily patient education communication for nurse’s resource email and on medical forums.
- Work closely with Director of Education and Board of Directors to carry out patient programming and events.
- Translate complex information and concepts into clear and concise language in order to maximize understanding among patients, families, and physicians.
- Help identify, develop and improve educational materials and other tools that will serve as resources for patients, families, and physicians.
- Ensure consistent messaging and branding throughout all activities and materials created.
- Other duties as assigned.

Occasional weekend and evening hours will be necessary to meet the needs of the organization. Hours may increase with the possibility of moving to a full-time position as the organization grows.

Qualified Individuals will have
- Licensed RN with independent liability insurance
- 5+ years of experience working in acute care setting
- Strong written and verbal communication and interpersonal skills
- Demonstrated leadership and ability to plan and manage multiple projects at one time
- Interest in rare disease
The Mast Cell Disease Society offers excellent benefits (Health, Dental, Vision, PTO). This is a flexible and remote opportunity.

If you believe you meet these requirements, and would like to become a part of our dedicated team, we’d like to meet you to talk about this diverse, highly-visible, hands-on position. Qualified candidates please e-mail current resume or Curriculum Vitae to careers@tmsforacure.org.

To learn more about The Mast Cell Disease Society visit our website at www.tmsforacure.org

We are an equal opportunity employer.