

Position: Contract Patient and Advocacy Coordinator, The John Ritter Foundation for Aortic Health.
Salary: \$40/hour + \$1500 flat rate for required 2024 Aorta Advocate training in Dallas July 18-21.

The John Ritter Foundation for Aortic Health (JRF) seeks an experienced Patient and Advocacy Coordinator who will be responsible for overseeing the Aorta Advocate program and communicating with patients and members of the aortic community who contact the Foundation.

This position is entirely work-from-home and can be located anywhere in the US. Must be available during normal working hours (9 am ET – 9 pm ET) and occasionally on nights and weekends. Additionally, attendance is required at all in-person Aorta Advocate volunteer training activities.

Responsibilities:

- Oversee the Aorta Advocate volunteer program. Includes planning and attending regular trainings, providing support to volunteers, and communicating on behalf of the JRF.
- Provide information, resources, and support to individuals who contact the JRF with questions about thoracic aortic aneurysm and dissection.
- Develop resources and relationships with medical professionals to assist the thoracic aortic disease community.
- Work with the CSO to execute the JRF's strategic vision as it relates to the position.
- Responsible for initial contact with community members who reach out to the JRF.
- Maintain records of interactions with the community (phone, email, or videoconferencing).
- Lead staff member for Aorta Advocate training.
- Regular reporting on metrics of the Aorta Advocate program and patient engagement.
- Other duties as assigned.

Requirements:

- RN, NP, PA, or genetic counseling credentials required.
- 2+ years of clinical or research experience working in a thoracic aortic disease or cardiovascular disease setting.
- General understanding of databases and technology.
- Access to reliable internet (computer will be provided).
- Ability to work effectively in a fast-paced, deadline-driven environment.
- Passion for the mission of the John Ritter Foundation for Aortic Health.

The John Ritter Foundation for Aortic Health is an equal-opportunity employer and welcomes candidates from diverse backgrounds to apply. If you are committed to making a difference in the lives of those affected by aortic disease, we would love to hear from you.

Please submit your resume and cover letter to info@johnritterfoundation.org.