



## Wellness Program Liaison , Senior Associate- Full Time with 5 Years+ Experience

The Wellness Program Liaison will report directly to the Senior Wellness Program Manager, and will work closely with the Wellness Program Staff to create and carry out Unite for HER's outreach initiatives as it aligns with our national mission activity and outreach.

This is an opportunity to join a nonprofit that is poised for extreme growth as we have a newly extended our programs nationwide, serving thousands of women and men in need. The position requires strong communication skills, understands fully the responsibility that comes with the confidentiality and privacy of those we serve, and is compassionate and dedicated to engaging our community on variety of levels.

The successful candidate will have experience in executing events or programs, knowledgeable about the wellness community and integrative care, and is highly organized, dedicated, and committed to women's health issues. They are patient driven and committed to a gold standard of excellence we hold in our culture.

Wellness or healthcare background desired but not required: Nurse/social worker/patient liaison, counselor/wellness field specialty.

### **Role entails but not limited to:**

- Wellness Day Event Planning and execution of program, under the direction of your Wellness Program Manager.
- Provide information and engage with current Wellness Program participants as key point of contact, encouraging program usage, community virtual events, and answer questions- meeting them where they are.
- Very competent in Microsoft Suite- word, excel and internal data software used by Unite for HER.
- Assisting and encouraging patients to attend Virtual Wellness Program Conferences, Speaker Series, and more.
- Strong communications skills, collaborating with the wellness program team staff on a consistent basis.
- Assist with Wellness Day registrations and communication/reminders leading up to events (including email reminders, Zoom confirmations, and text messages)
- Send out weekly communication regarding care box shipments and arrival of their Unite for HER Comprehensive Care Program.
- Scheduled and consistent follow up with WD attendees.
- Weekly outbound communications with our hospital partners and foundation providers, that includes Wellness Program stats per hospital and overall numbers/demographics.

Remote work with 1 day expectation in West Chester office as well as attending some events virtual and in person.

Please submit your resume to Nina Ritrovato at [nritrovato@uniteforher.org](mailto:nritrovato@uniteforher.org)