



## **Apprenticeship Opportunity: Community Engagement Apprentice with Sick Cells (Sickle Cell Patient Advocacy Organization)**

Sick Cells is hiring a community engagement apprentice to raise the profile of the organization and promote our programs. This position will work closely with the Sick Cells leadership team and report to the Programs Manager.

### **ORGANIZATION OVERVIEW**

[Sick Cells](#) is a nonprofit whose mission is to improve the quality of life and care for people living with sickle cell disease (SCD), including ending the stigma of SCD. Our approach includes shaping public policy, and creatively educating the SCD community and society overall.

To these ends, Sick Cells is working to:

1. **Elevate** the voices of the patients and the entire SCD community,
2. **Highlight** the grave challenges and disparities this community faces,
3. **Unite and empower** the sickle cell disease community to effectively self-advocate.

### **APPRENTICESHIP DETAILS**

This position is a part-time, paid apprenticeship of 10-15 hours per week. Apprentice will be provided a stipend of \$500 a month. The position is three months long with the option for renewal based on performance reviews and Sick Cells capacity needs.

As an apprentice, you will be part of a team that is shaping the public discourse on sickle cell disease and closing the information gap for this population. This is a unique opportunity to gain insight into the operation of a startup nonprofit, while contributing to public awareness and knowledge of one of the most misunderstood diseases in the world.

As an apprentice, you will develop skills in community engagement, fundraising, Microsoft software, Sprout Social Media Platform, Mailchimp Email Generator, Slack, Canva, business development, and communications.

### **Responsibilities:**

Programs Outreach Liaison (60%)

- Research potential new ambassadors
- Contact potential new ambassadors and promote Sick Cells programs
- Schedule and host informational meetings with sickle cell organizations about Sick Cells. Conduct follow-up with interested parties



- Create promotional materials for Sick Cells programs
- Support the Advocacy Team in planning the 2021 Coverage for SCD Summit

#### External Affairs Support (40%)

- Track organizational conferences, events, and speaking engagements
- Assist with special projects, like virtual fundraisers and events
- Recruit Ambassadors for opportunities

#### **Qualifications:**

Education/Experience Requirements: We are looking for an energetic and responsible person to join the Sick Cells team. This individual must have at least completed high school. We would welcome an individual with at least 2 years of undergraduate experience or currently enrolled in a Master's program.

#### Knowledge/Skills Requirements:

- Excellent organizational skills with high level of attention to detail and follow-up
- Multi-tasking skills are essential
- Strong oral and written communication skills, with the ability to interact with all levels of internal and external management
- Ability to maintain confidentiality of highly sensitive information
- Personal computer skills (Microsoft Outlook, Word, PowerPoint, etc.)
- Telephone and internet connection that allow for phone calls
- Ability to work independently as well as within a small team
- Experience with Canva or other graphic design engine

**Please submit (1) resume and (2) two paragraphs about why you'd excel at this position to [info@sickcells.org](mailto:info@sickcells.org)**

**Please apply by May 28, 2021| 5PM EST.**