



## **Creative Project Coordinator**

### **Who We Are:**

JoyRx, the mission delivery of Children's Cancer Association, is the only organization of its kind. Established in 1995, JoyRx has the simple goal of delivering Joy to seriously ill children and teens when they need more than medicine. We combine energy, commitment, and vision to transform the standard of care for seriously ill children with Joy every day. We have pioneered innovative, award-winning pediatric programs of music, friendship, and nature.

JoyRx is passionate about diversity, equity, and inclusion and we believe that a diverse staff of highly skilled and creative individuals is necessary to achieve the vision and mission of the organization. We strive to create a work environment that reflects the communities we serve where everyone feels empowered to bring their whole, authentic selves to work, fully as they identify. We welcome and encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions.

### **Who you are:**

You are detail-oriented, and a team player who is looking to put your skills to use in a highly collaborative role as Creative Project Coordinator on our Brand Marketing team. You are a planner and problem solver who approaches their work with curiosity and confidence. You have an appreciation for marketing communications and a familiarity with working with creative professionals.

### **Essential Functions and Responsibilities**

- As a critical team member, your primary focus is to be responsible for the coordination and project management of all Brand projects, monitoring progress and changes through various stages, and clearly communicating to stakeholders to ensure smooth project execution.
- Create workback schedules and project plans to manage the flow of work; communicate deadlines, consolidate feedback, and operate as the central hub of Brand creative work maintaining a strong knowledge of project statuses at all times.
  - Identify project risks and create mitigation plans- use problem-solving skills to help remove any impediments
  - Document project process, change requests, and deliverables
  - Work with and communicate to all levels across the organization
  - Assist other departments in finding useful templates and files for their needs
- Be an advocate for brand standards and a coach in how to utilize brand guidelines across the organization.
- Develop and deepen vendor relationships to secure highest quality at best pricing for print and production projects; manage process for production and fulfillment branded items aligned to budget allowances.
- Work closely with Director of Brand Marketing and Communications and teammates to refine processes.
- Maintain a strong understanding of JoyRx mission and programs and support their strategic growth.



### **Qualifications and Skills:**

- Motivated by JoyRx's mission with a drive for continuous learning and improvement
- Comfortable with ambiguity, competing priorities, and tight deadlines
- Outstanding planning, organizational, and communication skills with the ability to facilitate information sharing and consensus
- Comfortable with Project Management systems and tools (preferably Asana or Trello)
- Familiarity with Adobe Creative Cloud preferred
- Proficient in the use and creation of Microsoft programs including Word, PowerPoint, and Excel
- Sound judgment in problem-solving and decision-making techniques

### **Education & Experience:**

- Bachelor's Degree or certification in related field
- 2-3 years' experience in project management or related

### **Competency Requirements:**

- Active Communication – Actively seeks information from a variety of sources, uses modern technology, encourage the flow of information. Strong interpersonal and verbal/written communication skills with internal and external parties.
- Attention to Detail – In-depth knowledge of workflow to ensure no details are missed.
- Creative – Explores options and develops innovative ideas and solutions. Offers alternatives. Find new ways to look at old issues.
- High Standards – Seeks quality and continuous improvement
- Relationship Building – Establish and maintain productive relationships with children, families, partners, vendors, and staff. Initiate contacts readily.

### **Work Environment:**

At JoyRx we are committed to a work environment where each person feels a sense of belonging and they are recognized, appreciated, and valued.

This position is based in the JoyRx Portland, OR office. JoyRx offers a hybrid office environment, with both onsite (professional open office environment) days and the ability to work remotely up to two days/week (Mondays & Fridays).

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without a reasonable accommodation.

Due to the nature of JoyRx's work with immunocompromised children, it is our responsibility to take every precaution possible to protect the health and safety of the children and families



we serve. All JoyRx employees, regardless of work location, are required to receive COVID-19 vaccinations as recommended by the CDC, unless a reasonable accommodation is approved.

This position requires frequent operation of a computer and other office equipment, such as a calculator, copy machine, and computer printer. This position requires the ability to perform basic math and speak, hear, write, and read English. This is largely a sedentary role; however, some occasional lifting is required (up to 20 lbs).

**Travel: (if needed)**

This position requires occasional travel in the Portland Metro or Austin Metro areas (depending on where the role is based); there may be limited travel to other key regions.

**Compensation & Benefits:**

JoyRx is a growth organization that looks for team members to grow with it. JoyRx offers a generous total rewards package, a casual work environment, and an inclusive culture.

This position offers a competitive benefits package and a salary of \$25/hr. Final offer amounts and levels are determined by multiple factors, including your experience, and may vary from the amounts listed above.

Generous benefits include:

- Heavily subsidized medical, vision, dental, and alternative care benefits
- Generous PTO package, paid wellness days, and nine (plus two floating) paid holidays
- Voluntary short- and long-term disability
- Flexible spending plan
- 401(k) with 3.5 percent JoyRx match
- Paid four-week sabbatical to pursue creative talents after eight years of service
- Professional development annual benefit
- Subsidized on-site parking or public transportation reimbursement.

**Position Type/Expected Hours of Work:**

This is a full-time (40 hours/week) position. Some flexibility in hours is allowed; days and hours of work are generally Monday through Thursday, 8:00 am – 5:30 pm, and Friday 8:00 am – 12:00 pm, with the option to be remote Mondays and Fridays. This position requires occasional evening hours and weekend work.

**General Information:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position. Job duties may change at any time, with or without notice.



### **Application Guidelines:**

Complete the application through our [application portal](#) and answer the following two questions in your cover letter:

1. Tell us how your previous work history has prepared you for this role.
2. Tell us if the compensation and benefits information listed above meet your needs.

**To learn more about JoyRx, the mission delivery of Children's Cancer Association, visit [JoyRx.org](http://JoyRx.org).**

Watch Founder and Chief Joy Officer Regina Ellis' TEDx Talk on the [Joy Effect](#)

### **JoyRx Maxims:**

#### **We believe kids deserve long, wonderful lives.**

Or, at the very least, short, wonderful lives. **We believe cancer sucks.** We've had it, or loved someone who did. **We prescribe moments of joy for kids who are in the fight against all serious illness.** We create lasting memories for the loved ones who stand beside them. **We believe joy grows exponentially when it's used collectively.** We are surrounded by a league of extraordinary heroes who perform amazing feats of compassion, generosity, and love every day. **We are music medicine pioneers.** We believe in purple. **We know joy comes in all colors, shapes, and sizes – just like the kids who need our help.** We love to laugh. **We are not afraid to cry.** We spend every dollar wisely. **We give hugs freely.** We believe in today. **We respect our history as a grassroots organization.** We embrace our destiny as a global source of [JoyRx](#). **We believe these things matter.**