**Steering Group Member: Patient Advisor Position Description**

The Endometrial Cancer Action Network for African-Americans (ECANA) is seeking two Steering Group members to help ECANA grow! These roles will support organizational direction-setting, collaborate on program development, participate in research partnership and public-facing engagement, and conducting outreach to the ECANA community.

**ECANA’s Mission:** ECANA is a sustainable infrastructure for personal empowerment to better health - through knowledge, community building, and action - for African-American women at risk and those already affected by endometrial cancer. ECANA will promote transparent, equity-directed patient-centered research to reduce racial disparities in endometrial cancer through project development, training patient advisors, and public promotion of research efforts.

**ECANA’s Strategy:**
2. Create responsive, accessible, engaging educational content as a resource for African-Americans affected by endometrial cancer.
3. Build a presence in peer-reviewed literature and academic spaces via direct, deliberate, and equitable collaboration with endometrial cancer researchers.

**ECANA’s Values:**
+ We center the voices, values, and needs of African-Americans with endometrial cancer.
+ We communicate clear personal and group intentions and maintain fidelity to them.
+ We have transparency in process and power.
+ We cultivate creativity and ‘thinking outside the box’.
+ We approach inevitable challenges as opportunities and focus energy on solutions, not barriers.

**Steering Group composition:** The ECANA Steering Group is currently made up of Project Lead (Dr. Kemi Doll), Community Advisor (Bridgette Hempstead), Patient Advisors (Adrienne Moore, Margie Willis, Martha Jean Williams), Research Partnership Advisor (Dr. Danielle Lavallee), Clinical Advisor (Dr. Tracy Irwin), Trainee Advisor (Dr. Charlotte Gamble), and Senior Advisors (Dr. Carol Brown and Dr. Laurel Rice). The ECANA Steering Group is staffed by a Project Coordinator (Juliana Alson) and Project Manager (Liz Sage).

You can learn more about ECANA at [www.ecanawomen.org](http://www.ecanawomen.org).

**Role:** Steering Group members are responsible for participating collaboratively in ECANA steering group activities. The distribution of each member’s time across activities will be determined by the interests of the Steering Group member, and the organizational needs at any given time. Tasks will always be mutually agreed upon. Steering Group responsibilities include but are not limited to:

- Setting organizational direction, including by:
  - Determining organizational structure.
  - Establishing organizational priorities (programmatic, research, partnership, and policy)
  - Developing internal protocols and policy.
  - Identifying areas of progress and opportunities for growth.
- Developing programs and written content:
  - Develop programmatic offerings for Ambassadors and the larger ECANA network.
Create and/or approve public-facing content, including on the ECANA website, ECANA newsletter, educational materials, etc.

- Participating in research partnership:
  - Decide whether ECANA will engage in potential research partnerships.
  - During research partnership, advise on components of research including study design, participant recruitment, data collection, interpretation of data analysis, and dissemination of study information.
- Participate in public engagement: Represent ECANA at public speaking events, conferences, educational events, etc.
- Conducting outreach activities.
  - Conduct outreach to Ambassadors and the broader network of ECANA survivors and supporters.
  - Reach out to Black EC Survivors who contact ECANA via the website or newsletter sign-up to welcome them to the ECANA community and determine if/how we can meet their needs.

**Time commitment:**

- **Starting-point:** 1 hour/month Steering Group meeting (conducted virtually).
- **Variable:** 0.5-2 hours/month outside of the steering group meeting to create or review materials and respond to quick inquiries by email or telephone. A few months each year workload may be higher (for example during grant submission, project start-up, or paper review). Additional worktime is always based on Steering Group member availability.
- **Optional additional time (as needed and interested):** facilitating ECANA programming, serving as an advisor on research grant or projects, etc.

**Responsibilities:** Steering Group members are expected to:

- Commit to alignment with ECANA’s mission, strategy, and values.
- Attend Steering Group meetings and engage with decision-making and tasks between meetings.
- Participate collaboratively in ECANA discussions and decision-making.
- Consult with the steering group before communicating with outside entities as a representative of ECANA regarding partnership, public speaking, fundraising, or other inquiries.
- Communicate clearly and directly with fellow steering group members and ECANA staff members about availability, capacity to take on and complete agreed-upon tasks, and any emerging challenges that arise.
- Accept feedback from fellow steering group members and share feedback.
- Bring your breadth of experience, skills, knowledge, and curiosity to guide ECANA’s growth.

**Compensation:** $56/hr for the first 6 months. After 6 months, if the individual consistently fulfills all responsibilities, this rate will increase to $80/hr.

**Experience / Requirements:**

- Identify as a Black / African American and have had a diagnosis of endometrial cancer
- Be willing to share your story and be open to others who have had different experiences
- Have a strong enthusiasm for learning, working, and growing on a TEAM
- Have an interest in using your experiences and ideas to improve the lives of Black people with endometrial cancer
- Research experience is NOT REQUIRED. All SG members will receive needed training to interface with research teams as they have desire and interest.

**Gender diverse individuals are encouraged to apply.**

**How to apply:** Please go to tinyurl.com/applytoECANASG or click here to complete an application. **Priority will be given to applications received by Nov. 20, 2020.** Applicants selected to continue in will meet one-on-one with a current Steering Group member after Nov. 23rd. Phone-based application is available if necessary.

Please contact Julianna Alson, ECANA Coordinator, at jalson@uw.edu or (206) 221-6109 for more information about phone-based applications or other questions.