

Job Description

JOB TITLE: Program Assistant

REPORTS TO: Program Director

CONSULTS WITH: Program Director, Associate Program Director, Executive Director & Other Key Staff

SUPERVISES: Interns, Volunteers

SUMMARY: In a small and evolving organization such as the Coalition, it is important to make clear that we all participate in the tasks that need to be done. **At times our responsibilities not only overlap, but also each of us must have the knowledge and the willingness to pick up responsibilities for each other.** Therefore, there are areas that are not listed in this job description that may require that the persons in this position be involved in limited ways. The persons in this position will also arrange for coverage of duties during times of planned absence (vacation, days off, etc.).

REQUIREMENTS: Minimum BA/BS degree, ideally in a health or education-related field. Exceptional skills in the following areas: organization, communication (both oral and written), computer (MS Office, Excel), and demonstrated success in time management. Basic Web/HTML knowledge is required. Basic knowledge about breast & gynecologic cancer and breast & gynecologic cancer issues is essential. This salaried position is approximately 30 hours per week and requires flexibility for occasional evenings and weekends.

Shared Duties and Responsibilities:

Breast & Gynecologic Cancer Services Coordination

- Maintain direct contact with client/callers/visitors via telephone and/or their visits to the Coalition
- Assist with completion and maintenance of client/caller/visitor intake forms
- Maintain client/caller/visitor contact notes
- Manage client mailing lists, sign-up sheets, and other submitted contact info and updates for organization's database
- Assist with program registration processes
- Be prepared to assess needs of client/caller/visitor, utilizing Executive Director and or Program Director or Associate Program Director, as needed
- Utilizing staff, coordinate appropriate referrals to the following resources and services:
 - Other staff
 - BC 101
 - BC 201
 - GYN 101
 - GYN 201
 - PALS (Peer Advocates Lending Support)
 - Programs:
 - Brown Bag Friday: Breast & GYN participants
 - Common Grounds: Networking Group for those Living with Metastatic Disease (Thursday)

Job Description

- Breast & GYN Cancer Networking Groups (Tuesday & Thursday)
- Surviving & Thriving on Aromatase Inhibitors
- Young Survivor Soiree Networking Group
- Lymphedema Awareness Networking Group
- Book Club
- Gentle Yoga
- Healing Arts Initiative (Qi Gong, Tai Chi, Qi Gong, Mindfulness & Meditation, Nia, Fluid Motion, Creative Workshops)
- Voices & Vision Writing Workshop
- Resource Center
- Community organizations
- Institutional support
- Psychotherapists
- Refer clients back to their health care providers for answers to medical questions

- Ensure set-up and breakdown is completed for all support and education programs.
- Maintain e-mail addresses and database of all program participants
- Ensure all clients addresses and pertinent data are entered into DonorPro/Salsa and into the appropriate subgroups
- Send reminders about all programs 1-7 days ahead, as directed
- Attend Brown Bag each Friday
- Participate in PALS Trainings and Mentor Meetings annually, or as needed
- Be alert for individuals who would be willing to act as PALS (Peer Advocate Lending Support) for someone with a new breast or gynecologic cancer diagnosis or a diagnosis of Metastatic disease
- Assist with planning and participate in all Young Survivor Soirees (4x a year)
- Assist with planning and participate in Annual Advanced Breast Cancer Seminar
- Assist with planning and participate in Holiday Open House
- Coordinate and/or conduct research or web searches for clients, healthcare professionals, and others, when requested
- Maintain attendance, compile statistics, distribute evaluations and compile results, etc. for all programs/events

Program Administration/Management

- Participate as member of grant-writing team for programs/services/ events
- Meet with Programs Team to define and coordinate priorities
- Participate in the screening and hiring process of student interns
- Assist in the day-to-day management and productivity of student interns, if appropriate, ensuring an enriching experience for the Coalition and intern during academic year
- Track inventory supplies and request reorder of publications when necessary
- Assist with program advertising and marketing, including communicating distribution/address lists to mail house

Job Description

Educational Programs

- Identify and maintain list of client needs and interests for purpose of educational program planning
- Assist with the coordination of all educational programs (including Symposia, Conferences, Evening Seminars)
- Assist with the planning, development, marketing, implementation, completion and evaluation of all educational programs (Matrix system utilized)
- Maintain contact with other local and national breast and gynecologic cancer resources, lymphedema practitioners, environmental groups, etc, as needed
- Attend educational conferences, as funding dictates

Recruitment and Training of Program-specific Contract Employees, Consultants and Volunteers

- Identify, contact and assist with the screening of potential volunteers for involvement in program areas of the Coalition including, but not limited to, Evening Seminars, PALS, ABC Seminar, etc.
- Refer volunteers to Special Events or Outreach Coordinator, when appropriate
- Participate in the recruitment, training, and scheduling of facilitators of support groups and regular programs, as needed
- Participate in the recruitment of PALS Mentors

Resource Center Coordination

- Be alert to new and revised information, referring ideas/suggestions to Program Director
- Maintain a relevant and up-to-date “Wish List” of books, videos, tapes and health newsletters, which can be referred to as the opportunity arises to acquire new resources, as appropriate
- Review new additions to Resource Center in order to make knowledgeable referrals to clients
- Maintain and update list of approved breast and gynecologic cancer related Internet sites
- Maintain and update Resource Center, Great Gathering Room and Lobby bulletin boards and displays

Event Support

- Assist with planning and attend the Annual Holiday Open House
- Support the efforts of staff and volunteers by assisting in the planning and production/attending the Coalition’s three (3) major fundraisers: Pink Ribbon Walk & Run (Mother’s Day am); Teed-off at Breast Cancer Golf Tournament (Summer); ARTrageous Affair (September or October); and three (2) other key events: Volunteer Celebration (March), Legislative Reception (August), Holiday Open House (1st Thursday after Thanksgiving)

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EXPERIENCE:

- 2-3 years experience in program and/or support services
- Excellent oral and written communication skills required
- Dedicated team player with demonstrated ability to work independently, provide support to projects, and handle stress
- Verified ability to motivate support staff and key volunteers to reach organization goals
- Demonstrated time management and organizational skills
- Knowledge of Microsoft Office, Excel, Salsa/Donor Pro, and Constant Contact is highly desired

EDUCATION:

- Minimum BA or BS degree ideally in a health or education-related field

RELATIONSHIPS:

- Secondary contact for Breast and GYN Cancer survivor community
- Works closely with Program Director and Executive Director
- Collaborates with all staff, especially Associate Program Director and Office Manager
- Assists with the supervision of Program Interns and volunteers
- Relates to general public, donors and vendors

PHYSICAL AND MENTAL DEMANDS

- Requires judgment, integrity and tact
- Must demonstrate initiative and excellent interpersonal skills
- Requires the capacity for adherence to detail
- Must be flexible and well organized, a creative problem solver, and politically savvy
- Must be able to oversee and coordinate several projects simultaneously and meet numerous deadlines
- Must have ability to work independently and maintain professional work style
- Must be able to endure long periods of sitting, using a phone and computer
- Must be able to lift, carry, push or pull 25+ pounds
- The Breast Cancer Coalition is a scent-free environment

OTHER

- **Periodic evenings and occasional weekends are required**
- **Salaried position based on 30 hours/week (9:00 a.m. – 3:30 p.m.)**
- **Salary range \$29-31K, based on qualifications and experience**
- **Occasional nights & weekends**

TO APPLY

- **The following documents are REQUIRED:**
 - **Cover letter**
 - **Resume**
 - **Interviewees will be asked to provide three references that will be able to attest to your work-related skills and abilities**
- **Email to employment@bccr.org (NO walk-ins or phone calls, PLEASE.)**