



## Job Description

**JOB TITLE:** Program Director

**REPORTS TO:** Executive Director

**CONSULTS WITH:** Executive Director & Other Key Staff

**SUPERVISES:** Associate Program Director, Program Assistant, 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.**

**REQUIREMENTS:** Minimum BA/BS degree in a health-related field. Exceptional organization skills, communication (both oral and written) skills, computer skills, (MS Office) and time management skills required. Basic knowledge about breast/gynecologic cancer and survivorship issues is necessary. This salaried position is five days/40 hours per week and requires occasional evenings and weekends.

### Duties and Responsibilities:

#### Breast and Gynecologic Cancer Services Coordination\*

- Maintain direct contact with members/callers/visitors via telephone and/or visits to the Coalition
- Insure completion and maintenance of member/caller/visitor intake forms
- Maintain member/caller/visitor contact notes when appropriate
- Manage client mailing lists, sign-up sheets, and other submitted contact info and updates for organization's database (Salsa)
- Oversee program sign-up processes
- Assess needs of member/caller/visitor, utilizing Executive Director and other program staff members as needed
- Utilizing staff, coordinate appropriate referrals to the following resources and services:
  - BC/GYN 101
  - BC/GYN 201
  - Brown Bag Friday
  - Common Ground: Living with Advanced Disease
  - Breast Cancer Networking Groups
  - Young Survivor Gatherings
  - Parents of Adult Children
  - Spouse/Partner Group
  - Lymphedema Awareness Network (LAN)
  - Book Club
  - Healing Arts
    - Gentle Yoga
    - Qi Gong
    - Tai Chi
    - Mindfulness & Meditation
  - Voices & Vision Writing Workshop

- LGBTQ+ Networking/Support group
  - Surviving & Thriving on Aromatase Inhibitors
  - PALS (Peer Advocates Lending Support)
  - Community Support Groups
  - Institution Support Groups
  - Psychotherapists
  - All other programs
- Conduct follow-up calls with member/caller/visitor to ensure that his/her needs have been met and/or to determine whether new needs have emerged following all support programs
  - Ensure set-up and breakdown are completed for all support and education programs.
  - Oversee scheduling and staffing of all support programs, ensuring all have the necessary facilitators, leaders, supplies and materials
  - Maintain e-mail addresses and database of all program participants
  - Ensure all clients addresses and pertinent data are entered into databases
  - Ensure reminders about all programs are sent 1-7 days ahead, or earlier, as appropriate
  - Compose “topic of the week” for Brown Bag & Common Ground
  - Facilitate Brown Bag each Friday
  - Plan and participate in PALS Trainings 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
  - Coordinate and/or conduct research or web searches for clients, healthcare professionals, and others, when requested
  - Plan, order, organize menus for all program-related events and programs
  - Create and distribute e-blasts utilizing Salsa Engage for multiple programs
  - Plan, coordinate & attend Young Survivor Gatherings (4x a year)

### **Administration and Office Management**

- Supervise program staff
  - Associate Program Director/PALS Coordinator
  - Program Assistant
- Participate as key member of grant-writing team
- Administrate program grants
  - Familiarity with NYS DOH Grants Gateway is helpful
- Participate in the screening and hiring process of program staff and interns
- Oversee the day-to-day management and productivity of program staff and student interns
- Provide administrative support in all program-related matters, including correspondence, recruitment, networking, database management and follow-up
- Assist in designing and/or updating the Coalition publications (e.g., brochures, postcards, flyers, posters, etc.)
- Oversee design, implementation and update of program forms as needed (e.g., Client Counseling Form, Information Network Form, Quarterly Statistics Chart)
- Track inventory supplies and request reorder of publications when necessary
- Assist in production of quarterly Newsletter:
  - Contribute Program Director column
  - Seek article topics for consideration

## **Educational Programs**

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

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

- Participate in the recruitment, training, and scheduling of facilitators of support groups and regular programs, as needed
- Participate in the recruitment of PALS Mentors
- Participate in development of training materials and training programs for volunteers who will serve as PALS Mentors
- Regularly apprise PALS Coordinator of new or revised office procedures, forms and information
- Identify, contact and screen potential volunteers for involvement in program areas of the Coalition including, but not limited to, planning subcommittees, Evening Seminars, PALS, ABC Seminar, etc.
- Refer volunteers to Special Events or Outreach Coordinator, when appropriate

## **Resource Center Coordination**

- Be alert to, and order when appropriate, new and revised information
- Disseminate updated information through newsletter updates
- Identify, research and obtain resources and materials on specific client needs, as they arise (e.g. men with breast cancer, clients with lymphedema, DCIS, etc)
- Develop and maintain a relevant and up to date “Wish List” of books and resource materials
- Review additions to Resource Center in order to make referrals to clients
- Maintain and update Resource Center and Lobby bulletin boards

## **Event Support**

- Oversee the planning of 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); Teed-off at Breast Cancer Golf Tournament (Summer); ARTrageous Affair (September or October); and two (2) other key events: Volunteer Celebration (March), Legislative Reception (August)

**\* Due to the COVID-19 pandemic, all direct client services are occurring on electronic platforms. Knowledge of Zoom and other web-based platforms will be essential.**

## **EXPERIENCE:**

- 3-5 years experience in program and/or support services in cancer or health-related nonprofit
- Excellent oral and written communication skills required
- Dedicated team player with demonstrated ability to work independently, provide direction to projects, and handle stress
- Verified ability to motivate staff and key volunteers to reach organization goals

- Demonstrated time management and organizational skills
- Knowledge of Microsoft Office, Excel, Zoom, YouTube, Salsa (our database system) strongly desired

**EDUCATION:**

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

**RELATIONSHIPS:**

- Works closely with Executive Director
- Collaborates with all staff
- Supervises program staff, contract employees 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
- Will be exposed to heat during outdoor special events
- The Breast Cancer Coalition is a scent-free environment

**OTHER**

- COVID-19 risk reduction processes are in place creating need for all programs and services to be offered on electronic platforms
- Works forty (40) hours per week, periodic evenings and weekends are required
- Salary commensurate with qualifications and experience
- Benefits include generous vacation and sick days, 50 percent of single health insurance coverage if obtained through the Coalition's health plan with Rochester Chamber of Commerce
- Option to participate in 403(b) retirement plan
- Greater Rochester Chamber of Commerce membership

**To apply, please send (upload) the following documents:**

- **Letter of Interest**
- **Resume/CV**
- **Writing Samples (maximum of three)**
- **Profession-related references will be requested at a later date**

**to:**

**[employment@bccr.org](mailto:employment@bccr.org) or mail to:**

**Breast Cancer Coalition of Rochester  
Attention: Holly Anderson  
1048 University Avenue  
Rochester, New York 14607**

**Interviews will begin Monday, October 19th and will continue until position is filled.**