



JOB POSTING – CANCER CONNECTION, INC.

TO: All Staff and Volunteers of Cancer Connection, Inc.
FROM: Beverly L. Herbert, Executive Director
RE: Position Opening: Cancer Connection is recruiting.
DATE: April 8, 2019

Position Title: Program, Development, Engagement Coordinator

FLSA Status: Non-Exempt, Hourly

Work Schedule: 30 hours per week, Monday - Friday, with some evening and weekend work required

Benefits: Paid time off, health insurance, holidays, a caring community, and opportunity to offer hope.

Job Description/Summary: Coordinate the administrative duties relevant to the services, programs, development, engagement, and community relations functions of Cancer Connection. In the accomplishment of strategic and annual goals, provide administrative support to the team that includes the Participant Services Befriending Manager, Community Relations Director, Volunteer and Event Manager, Public Relations, Sponsorship, and Stewardship Manager, and Program and Befriending Training Manager.

Perform a variety of duties in compliance with agency policies and procedures, pertinent to the success of an efficient and effective organization. Support the organization's work to strategically enhance and expand its outreach, diversify its revenue, and enable quality services, programs, and befriending delivery to persons facing cancer, their families, and caregivers.

Supervision Received: Office Manager

Key Requirements: Passion for the mission of Cancer Connection, Associate degree in clerical administration or a related field or equivalent work and/or volunteer experience, at least 1-3 years non-profit experience, experience with a variety of computer programs, knowledge of and experience with data bases, excellent communication, problem-solving, can plan work and work independently, work they will love.

Preferred Knowledge and Abilities: Ability to set goals, timelines and meet them, takes direction and correction, flexibility, confidentiality, work well in fast-paced environments, bi-lingual.

Starting Salary Range: \$16/hr. - \$16.4/hr.

Application Deadline: May 24, 2019 at 5:00pm

To apply: Send resume and letter of interest to Beverly L. Herbert, Executive Director.

- Mail applications to Cancer Connection, Inc., 41 Locust Street, Northampton, MA 01060.

Write: PDECoordinator on envelope.

- Email applications to bherbert@cancer-connection.org. Write PDECoordinator in subject line.

- Fax applications to (413) 280-0223. Write PDECoordinator in subject line.

Cancer Connection, Inc. has demonstrated a commitment to issues of diversity. We welcome all and encourage all applicants to apply. EOE/AA.