

Cancer Support Community – Greater Lehigh Valley

Program Coordinator – 40 hours/week

Position Description

Reports to: Executive Director and Program Director

Overall Function: Program Coordinator assists the Program Director, engages with members, participates in special projects, and targets potential new members to our services.

Primary Responsibilities:

- Assist in supervising the program assistant.
- Assist with program development and implementation, including ongoing program calendar additions and grant-funded special projects. Take the lead on a portion of the program
- Provide calendar update information for website and Gnosis
- Program/workshop support - send routine program correspondence, confirm attendance, coordinate materials for programs, furnish directions, schedule/setup AV equipment if needed, help with setup and breakdown
- Facilitate educational workshops and social events (i.e. introduce guest speaker, help attendees check-in, moderate discussion as needed to ensure CSC-GLV philosophy is honored). Fill-in for small group instruction in an emergency (i.e. Newcomer Orientation).
- For a minimum of 5 hours/week, arrange and participate in outreach to health care professionals, civic organizations, health fairs, community groups, schools, etc to promote CSC-GLV programs. Help to identify new sources for outreach. May involve formal speaking engagements.
- Provide support for program marketing strategies (i.e. ensuring that materials are suitable for the target audience).
- Help generate monthly program statistical reports, including ADAPT
- Participate in providing information by phone or in person to current or potential members regarding CSC programs, services and local resources
- Summarize and maintain program evaluations (i.e. create survey monkey and aggregate results).

- Manage the process of screening new and existing members with our CancerSupportSource® distress screening tool. Track follow-up and rescreening schedules.
- Oversees entry of calendar events into Gnosis
- Additional projects and other duties as assigned by Program Director.

Qualifications

- Has a passion for the mission of CSC-GLV
- Bilingual in Spanish preferred
- Education: Bachelor's level college degree in social work or counseling required.
- Experience: A minimum of one year of experience in a nonprofit setting, with group counseling experience preferred.
- Ability to work in an organized manner within established procedures
- Ability to manage conflicting priorities and multiple tasks, working independently
- Ability to use good judgment in making day-to-day decisions
- Strong interpersonal and written communication skills
- Strong organizational skills
- Evening availability required.

Please send your resume to Amanda Buss at abuss@cancersupportglv.org