



Programs Coordinator

Title: Programs Coordinator

Reports To: Director of Education and Outreach

Classification: Part-time, Non-exempt

Work Schedule: Up to 29 hours per week

JOB DESCRIPTION

Summary/Objective:

The Programs Coordinator will join the Programs team to help education and outreach. This role will have a strong focus on patient interaction in order to lead people affected by breast cancer to the resources they need. This will be achieved by phone, email, and web with upmost compassion and care. Additional responsibilities will include administrative support to the programs team, assistance with volunteer planning and coordination, and general research.

Essential Functions:

- Engage with breast cancer patients by email and phone to direct towards appropriate resources, responding to inquiries with empathy and urgency
 - Lead communications and email interactions, managing the general programs inbox, house file inbox, and Spanish programs inbox
 - Maintain and manage inventory of educational materials such as shower cards, brochures, pamphlets, etc.
 - Prepare and package educational materials for shipment to partners and patients nationally
 - Create and update state, national, and international information to maintain accurate resources lists and information for staff, patients, and partners
 - Support Community Ambassador program by equipping and interacting with top volunteers
 - Lead communications in Community Ambassador social media group
 - Track Community Ambassador impact, providing reporting and data to programs team
 - Develop and support ongoing training opportunities for volunteers
 - Perform and teach breast self-awareness
- Assist with outreach by providing research as requested

Qualifications:

- Team player, willing to help and support other employees and departments, engage in staff events, and demonstrate company values
- Two years of experience in women's health or program management
- Strong ability to communicate in Spanish, both written and verbal

National Breast Cancer Foundation, Inc. is a non-profit organization based in Frisco, TX. We have a comprehensive benefit program and are looking for individuals passionate about our mission, "Helping Women Now".



Programs Coordinator

- Proficient in Microsoft Office Suite and video conferencing
- Business degree preferred with focus on communications, public health, social work, or related field
- Demonstrated ability to communicate information written and verbal with clarity and compassion
- Strong organizational skills
- Ability to plan and lead projects with moderate oversight
- Good judgment with the ability to make sound decisions and recommend clear action plans
- Knowledge of various social media platforms a plus
- Non-profit experience, volunteering, or strong community involvement a plus

Physical Demands and Work Environment:

- Occasional evening and weekend attendance at local, offsite events
- Continually required to sit, stand, and/or walk
- Frequently required to utilize hand and finger dexterity
- Continually required to talk or hear
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry items less than up to 25 pounds

Please submit your application and resume through Indeed <https://www.indeed.com/job/programs-coordinator-c46cb6b308a08362>

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