



PROGRAM OUTREACH COORDINATOR- POSITION ANNOUNCEMENT

December 2021

ABOUT:

Kids Cancer Alliance, Inc. is seeking a **full-time Program Outreach Coordinator** to assist with planning, implementation, monitoring, evaluation, and reporting of ongoing programs of the organization. The Program Outreach Coordinator will work under the direction of the Program Director to ensure the organization's mission is being achieved through quality programs.

The Program Outreach Coordinator position is based at our Louisville, KY office, requiring in-person meetings and event attendance. Some evenings and weekends may also be required so a flexible schedule is necessary. The ideal candidate is a collaborative team member, who is detailed oriented with exceptional organizational skills, and has an open communication style and excellent interpersonal skills.

OUR MISSION:

Beginning with our first oncology camp in 1981, thousands of brave and amazing kids have found a reprieve from fighting cancer and a powerful alliance of support at Kids Cancer Alliance.

Over the years, we've expanded and created new programs to meet the needs of the families we serve. We provide sibling and family programs, in-hospital and financial support, quarterly events and more. And thanks to our donors and volunteers, it's all still absolutely free for everyone.

All of our programs are designed to achieve our mission of enhancing the quality of life for children with cancer and their families. Kids Cancer Alliance, Inc. is a registered 501(c)3 non-profit organization.

POSITION SUMMARY:

The Program Outreach Coordinator is responsible for planning and execution of many aspects of our programming including in-hospital programs, financial assistance, scholarships and more. This position will work in conjunction with other Kids Cancer Alliance staff to maintain quality programming throughout the year. This position will provide organization, structure, and overall coordination to assigned programs and support services.

QUALIFICATIONS:

The ideal candidate demonstrates:

- Experience in coordinating programs and events for children and their families.
- Ability to build positive relationships and work in collaboration with other staff, program participants, community stakeholders, and volunteers to ensure program goals are met.
- Must have strong and polished interpersonal, written and verbal communication skills.

- Ability to function independently with minimal supervision.
- Highly organized, and ability to multi-task and prioritize responsibilities.
- Experience maintaining databases, registration information, and participant evaluations.
- Ability to maintain flexibility and composure during challenging situations.
- Ability to act as a resource for program related information and details.
- Meaningful community experience in a health, educational or recreational setting.
- Experience using a computer and appropriate software (G-Suite and Microsoft Office experience preferred).
- Must be physically able to participate and lead activities to involve walking, lifting, kneeling, crouching, etc.
- Must have reliable transportation and valid driver's license.
- Minimum of a Bachelor's Degree is required; preferably in a related field.
- Authorized to work in the U.S. and must consent to and pass national background check.
- Proof of COVID-19 vaccination will be required.

RESPONSIBILITIES:

- Planning and execution of outreach programs; including but not limited to: in-hospital programs, financial assistance programs, scholarships, and more.
- Implementation and coordination of organization's volunteer program including recruitment, training and education, and engagement and retention.
- Coordination of volunteer groups.
- Help spread awareness of Kids Cancer Alliance's mission through community partnerships and outreach.
- Maintaining databases related to participants, volunteers, and families.
- Attend and lead programs as assigned.
- When necessary, research and develop new program ideas, curriculum, or activities.
- Support Kids Cancer Alliance events and fundraising efforts as needed.
- Other appropriate duties as assigned.
- The work schedule for this position can typically include some evening and weekends and will involve some travel within the region.

COMPENSATION:

The annual starting base salary range for this position is \$37,000 to \$42,000 (based upon experience) and a competitive benefits package.

APPLICATION PROCESS:

Interested and qualified candidates should apply at www.kidscanceralliance.org/jobs

No phone calls or drop-ins.

Two professional references will be requested during the selection process.

DEADLINE to apply is December 30th.

To learn more about Kids Cancer Alliance, visit www.kidscanceralliance.org.

Kids Cancer Alliance, Inc. is an Equal Opportunity Employer