



PROGRAM COORDINATOR – JOB POSTING 2025

The Program Coordinator (Full-Time, Hourly, Non-Exempt) is responsible for coordinating Kids Cancer Alliance's financial support programs and Family Day Events.

POSITION SUMMARY:

The Program Coordinator supports Kids Cancer Alliance's mission by coordinating key family support initiatives; including the financial support programs and Family Day events. This role ensures that families affected by childhood cancer receive compassionate, meaningful, and well-organized support through financial resources and opportunities for connection. The Program Coordinator oversees application processes, communication with client families and hospital partners, coordination with committees, and planning for family-centered events. The ideal candidate is highly organized, detail-oriented, and empathetic, with strong communication skills and a passion for serving families. This position reports to the Program Manager.

RESPONSIBILITIES:

Financial Support Programs:

- Application Processing:
 - Review and process Financial Assistance, Scholarship, Transportation Assistance and Bereavement applications in a timely and accurate manner.
 - Communicate with applicants to gather necessary documentation or clarify details.
- Payments Management:
 - Coordinate and ensure timely delivery of payments to families, schools, funeral homes and other entities.
 - Maintain accurate records of all transactions and program expenditures.
- Committee Coordination:
 - Serve as primary staff liaison for the Scholarship and Financial Assistance Committees. Work with designated committees to review applications, organize meetings, and provide necessary documentation for decision-making.
 - Record and communicate decisions to applicants.
- Family Support Liaison:
 - Serve as the primary point of contact for families seeking financial support, providing guidance throughout the application process.
 - Collaborate with hospital social workers to assess family needs and ensure appropriate support is provided.
- Data Management and Reporting:
 - Maintain up-to-date records in the program database and generate reports as needed.
 - Track program metrics and outcomes for evaluation and improvement.
- Other appropriate duties as needed.

Family Day Events:

- Planning and Execution:
 - Provide opportunities for families to connect and create positive memories outside the hospital setting (e.g., Kentucky Kingdom, Newport Aquarium, Louisville Bats, and similar one-day outings).
 - Coordinate logistics including venue reservations, ticket distribution, volunteer coordination, and day-of event oversight.

- Collaborate with team members to promote Family Day Events, oversee registration process, and communicate with registered families.
 - Collaborate with the Program Manager and other staff to ensure accessibility, safety, and meaningful engagement for families.
- Data Management and Reporting:
 - Maintain up-to-date records in the program database and generate reports as needed.
 - Track program metrics and outcomes for evaluation and improvement.
- Other appropriate duties as needed.

QUALIFICATIONS: The ideal candidate demonstrates:

- Experience using a computer and appropriate software (G-Suite, Slack, Microsoft Office, Airtable)
- Strong organizational skills with the ability to manage multiple deadlines, track details, and follow established procedures.
- Excellent communication skills, both written and verbal, with a warm and professional manner when working with families, partners, and stakeholders.
- High attention to accuracy and confidentiality when handling sensitive family or financial information.
- Empathy and professionalism when working with families facing illness or hardship.
- Problem-solving ability and flexibility to adapt plans when circumstances change.
- Ability to function both independently and as part of a team
- Ability to collaborate with staff and volunteers
- Bachelor's Degree or equivalent work experience
- Experience processing or overseeing financial assistance, scholarship, or grant programs preferred.
- Experience coordinating family-focused events, recreational, or community programs preferred.
- Flexible schedule, as some evenings and weekend work is required
- Authorized to work in the U.S. and must consent to and pass national background check
- Requires valid driver's license and reliable means of transportation as some regional travel is required. Kids Cancer Alliance requires employees who use personal vehicles for work-related purposes to carry adequate personal auto insurance coverage.
- All employees are expected to adhere to required vaccination protocols applicable to their roles, as determined by program requirements, health regulations, or interactions with vulnerable populations (e.g., children with cancer, medical staff, hospital settings).

WORKING CONDITIONS

- Primarily office-based with regular use of standard office equipment, including computers, printers, and telephones.
- Work involves sitting for extended periods, with occasional standing, walking, and light lifting.
- Typical work hours align with standard office hours, with flexibility required for evening meetings or weekend events.
- Occasional travel, primarily for regional events or office-related tasks required.
- Comfortable managing both routine operations and high-volume periods.

ABOUT KIDS CANCER ALLIANCE, INC.:

This section highlights the heart of our organization, helping potential candidates align their passion and skills with our purpose.

Mission: The mission of Kids Cancer Alliance is to enhance the quality of life for children with cancer and their families through recreational and support programs.

Vision: Every child and family impacted by childhood cancer in our region is empowered, supported and hopeful.

Values:

- *Community:* We put our community first as we act with compassion towards others. We build and collaborate in our work, so it showcases magic, adventure and fun. Our mission is the heart of all we do.

- *Integrity:* We are honest and fair, trustworthy and reliable. We are accountable for our actions, are good stewards of our resources and act in transparency. We do the right things for the right reasons.
- *Respect:* We are inclusive, value one another and practice open and honest communication. We treat others how we want to be treated and are sensitive to individuals and their situations.
- *Excellence:* We strive to be excellent in all that we do and to be the best we can be. We are innovative and adapt well to change, are open to feedback and are dedicated to continuous improvement.

COMPENSATION:

Rate of \$18-\$21 per hour (based on experience) and a competitive benefits package. This is a full-time hourly position, averaging approximately 32-36 hours per week.

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.

Position will remain open until filled. Interviews will be conducted on a rolling basis.

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

Kids Cancer Alliance, Inc. is an Equal Opportunity Employer