



TITLE: Full-Time Northeast Outreach Coordinator

REPORTS TO: Chief National Engagement Officer

POSITION DESCRIPTION: Sharsheret, a fast-paced and growing international breast cancer and ovarian cancer organization, seeks a full-time Outreach Coordinator to facilitate educational and outreach programming in the Northeast. The successful candidate will have a clear understanding of the local Jewish and/or healthcare landscape and be available for evening and weekend events, and occasional travel.

This is a full-time hybrid position; the Northeast Outreach Coordinator will work at Sharsheret's Teaneck, NJ office 2 days per week.

RESPONSIBILITIES

- Advance Sharsheret's efforts by expanding educational offerings and providing resources to members of Jewish communities nationally
- Facilitate programming and cultivate partnerships with campus students and professionals, medical, mental health care and Jewish communal service professionals, synagogues and related organizations
- Cultivate donors/volunteers with virtual and in-person meetings
- Recruit, nurture and involve members of active volunteer committees
- Represent Sharsheret at events and local conferences as needed
- Prepare materials for programs and events
- Process telephone and e-mail requests for information
- Coordinate program-related projects and mailings
- Program data entry

QUALIFICATIONS

- 2-5 years' experience working in a non-profit or Jewish organization, volunteer or related experience and advanced degree preferred
- Passion for issues related to cancer and Jewish communal service
- Outstanding community organizer
- Excellent interpersonal, writing, communication, public speaking and organizational skills
- Ability to manage multiple projects and work in very fast-paced environment
- Available for evening and weekend events and occasional travel
- Use of a personal vehicle for work-related travel
- Proficient in Microsoft Office

TO APPLY

Send resume and cover letter to resumes@sharsheret.org. No telephone calls please. Extensive benefits package and salary (\$60,000 - \$65,000) commensurate with experience.

Sharsheret provides equal employment opportunities to all candidates regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, creed, religion, political belief, gender, sexual orientation, marital status, or age.

The Jewish Breast Cancer and Ovarian Cancer Community

866.474.2774 | sharsheret.org | info@sharsheret.org
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