



# CANCER SUPPORT **COMMUNITY** GREATER CINCINNATI- NORTHERN KENTUCKY

## **Volunteer and Outreach Coordinator**

### **Our Mission:**

To ensure that all people impacted by cancer are empowered by knowledge, strengthened by action, and sustained by community.

No one can, or should, face cancer alone. Cancer Support Community Greater Cincinnati-Northern Kentucky is a relentless ally for anyone who strives to manage the realities of this disruptive disease. We are dedicated While we have witnessed many significant advances in treating this devastating disease, nothing takes the place of the power, inspiration, companionship, and connection that comes from community. CSC is here to provide relevant and highly personalized support when and where it is needed most. Visit [mycancersupportcommunity.org](http://mycancersupportcommunity.org) for more information.

### **Overview & Job Description:**

The Volunteer and Outreach Coordinator will manage all volunteer efforts and coordinate the organization's outreach efforts to the medical and local communities. The individual will interface with health care professionals, CSC participants, potential participants, staff, volunteers, community organizations, and the community at large. The Volunteer and Outreach Coordinator represents the organization in a way that is consistent with CSC's overall strategic plan and vision.

**Reports To:** Program Director; **Hours:** Full-time

*This position requires some flexible hours on evenings and weekends, as this person would be expected to attend special CSC and outside events as needed.*

### **Essential Duties and Responsibilities:**

We are seeking an individual who is inspired by the impact of CSC and is driven to deliver highly professional work. This position will be working with a high-performing team in a fast-paced environment, and will ideally have the following skills and attributes:

## **Volunteers**

- Recruit and schedule volunteers at all CSC sites and events.
- Train volunteers in the CSC philosophy, mission, messaging, and their respective roles within the organization.
- Keep all volunteer materials up to date including volunteer information records, volunteer handbook, front desk guide, and volunteer hours
- Develop and maintain all corporate volunteer relationships for large events at the center or in the community
- Coordinate volunteer appreciation gifts and/or events
- Measure and monitor volunteer satisfaction and improvements to volunteer program.

## **Outreach**

- Identify and evaluate opportunities to build awareness for CSC with potential partners and community organizations, including giving presentations about CSC, to cultivate new participant referrals.
- Cultivate and sustain relationships with existing community organizations and hospital partners via outreach visits to organizations/agencies.
- Coordinate with the PD opportunities to extend services onsite or offsite to new and underserved populations and outlying communities.
- Represent CSC at various community meetings
- Staff and organize the materials for outreach events and health fairs and attend on behalf of CSC on an as needed basis.
- Maintain an outreach database for professional and community contacts.
- Assist with outreach and reminder calls to participants
- Coordinate community awareness initiatives including nurse's month and PRIDE in the Parking Lot
- Assist Cincinnati Program Manager with the coordination and promotion of CSC special events including Backyard Bash, Trunk or Treat, and Teen Essay
- Oversee the Teen Ambassador Group
- Send weekly community email blasts
- Various additional administrative duties as assigned

## **Qualifications:**

- Bachelor's Degree from an accredited college or university preferred
- Minimum of 3 years of relevant work experience
- Desired computer skills include proficiency with Microsoft Office
- Strong attention to detail and organizational skills
- Multi-task efficiently while managing various projects
- Comfortable speaking in front of small and large groups
- Desire to work in a team environment to achieve objectives
- Must have own transportation

### **Attributes**

- Warm individual who can make people feel immediately welcome
- Person of integrity who is committed to service and excellence
- Emotionally mature and self-confident with sound judgement, attention to detail, flexibility and a good sense of humor
- Ability to relate well to a diverse group of volunteers, community members, participants, and staff
- Ability to represent CSC at a variety of events for diverse audiences

### **Compensation**

\$40,000-\$45,000 annual salary to commensurate with experience, generous paid time off and holiday schedule, and more.

### **To Apply**

Please send your resume and salary requirements to [jwiener@cancer-support.org](mailto:jwiener@cancer-support.org) or mail to: Cancer Support Community, 4918 Cooper Road Cincinnati, OH 45242.

Cancer Support Community Greater Cincinnati-Northern Kentucky is an EOE. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. We are an Equal Opportunity Employer and strongly encourage a diverse pool of candidates to apply.