Program Manager

Organization: Cancer Support Community Greater Cincinnati-Northern Kentucky
Position Title: Program Manager
Reports To: Director of Health Equity & Engagement
Location: Northern Kentucky / Dearborn, IN service area, with one day per week at our Blue Ash, OH office
Employment Type: Full-Time

Our Mission

Cancer Support Community uplifts and strengthens people impacted by cancer by providing support, fostering compassionate communities, and breaking down barriers to care.

No one can, or should, face cancer alone. Cancer Support Community Greater Cincinnati-Northern Kentucky is a relentless ally for anyone navigating the realities of this disruptive disease. While we celebrate advances in treatment, nothing replaces the power of connection, inspiration, and companionship that community provides. We deliver personalized support when and where it is needed most. Learn more at mycancersupportcommunity.org.

Position Overview

The Program Manager will oversee programmatic activities to elevate mission delivery, awareness, and programming in the Northern Kentucky–Dearborn, IN region. This role blends community engagement, program planning, and direct interaction with participants in a supportive, flexible work environment. It also includes working closely with hospital systems, integrative medicine teams, and healthcare professionals to expand access to psychosocial support services within clinical settings. It is ideal for someone who loves meeting new people, thrives on creating meaningful experiences, and is motivated by the opportunity to improve the lives of those affected by cancer.

Essential Duties and Responsibilities

Participant & Community Engagement

- Serve as a welcoming, approachable first point of contact for people seeking programs and resources.
- Build strong connections with participants, caregivers, and families through outreach, follow-up, and ongoing communication

- Motivate and inspire participants, helping foster a sense of belonging and community.

Program Planning & Implementation

- Coordinate, plan, and deliver monthly wellness, nutrition, educational, and social programs.
- Partner with integrative medicine teams and healthcare providers to design and implement evidence-based programs that complement medical care.
- Recruit and collaborate with expert speakers, facilitators, and healthcare professionals to ensure diverse, relevant offerings.
- Develop creative opportunities for social connection and family programming to reduce isolation and strengthen community bonds.
- Track and analyze program participation to continuously adapt offerings to community needs.

Community Partnerships & Events

- Build and maintain strong partnerships with hospital systems, healthcare professionals, and community organizations to enhance referral networks and expand access to services.
- Serve as a liaison between Cancer Support Community and integrative oncology teams to align support services with patient needs.
- Represent CSC at community and hospital events to build awareness and strengthen collaborations.
- Assist with special events and fundraising initiatives that support CSC's mission.

Skills and Qualifications

Professional Skills

- Experience planning and coordinating programs, ideally in a nonprofit, healthcare, or community setting.
- Strong communication, organizational, and interpersonal skills.

- Experience working with individuals living with chronic illness, either professionally or through volunteer service.
- Ability to inspire, motivate, and engage participants, volunteers, and community partners.
- Comfort with public speaking and delivering presentations.
- Digital proficiency, including Microsoft Office and data systems.
- Familiarity with Northern Kentucky and Dearborn County, Indiana communities and healthcare resources are strongly preferred.

Personal Attributes

- Outgoing, approachable, and energized by meeting new people.
- A natural motivator who brings positivity, creativity, and enthusiasm to their work.
- Compassionate and culturally competent, with a genuine passion for health equity.
- Flexible, team-oriented, and adaptable, with sound judgment and a sense of humor.

Work Environment and Schedule

- Most work takes place in Northern Kentucky and Dearborn County, with one in-office day each week in Blue Ash, OH. Regular local travel to hospital sites, partner locations, and community events is required. Reliable transportation required.
- Flexible hours, including some evenings and weekends, to support programs and special events.
- Ability to adjust schedule to accommodate evening/weekend commitments.

Compensation and Benefits

- **Salary:** $55,000–$60,000 annually
- **Benefits:** Generous paid holidays and time off, health and dental insurance for full-time employees

Application Instructions

Interested candidates should submit a resume, cover letter, and three professional references to **Asha Rone at arone@cancer-support.org**. Applications will be reviewed on a rolling basis until the position is filled.