



SHARSHERET®
Your Jewish Community Facing Breast Cancer

National Office
1086 Teaneck Road, Suite 2G
Teaneck, NJ 07666
866.474.2774 | www.sharsheret.org

EMPLOYMENT OPPORTUNITY

PROGRAM ASSISTANT

Sharsheret, a fast-paced and growing national breast cancer organization, seeks a part-time Program Assistant in our Teaneck, NJ office.

QUALIFICATIONS

- Solid computer skills, including knowledge of Microsoft Office
- Strong organizational skills
- Attention to detail
- Ability to handle multiple projects simultaneously and to work in a fast-paced environment

RESPONSIBILITIES

- Process requests for cancer support information and materials
- Generate data-based reports
- Data entry and data management
- Assist Technology Director with website maintenance and updates

TO APPLY:

Send resume and cover letter to resumes@sharsheret.org. Salary and benefits 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, national origin, creed, religion, political belief, gender, sexual orientation, marital status, or age.



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ABOUT SHARSHERET

Sharsheret is a national not-for-profit organization supporting women and families, of all Jewish backgrounds, facing breast cancer. We help women and families connect to our community in the way that feels most comfortable, taking into consideration their stage of life, diagnosis, or treatment, as well as their connection to Judaism. We also provide educational resources, offer specialized support to those facing ovarian cancer or at high risk of developing cancer, and create programs for women and families to improve their quality of life. All Sharsheret's programs are open to all women and men.

Sharsheret offers the following national programs:

Support Programs

- Peer Support Network, connecting women newly diagnosed or at high risk of developing breast cancer one-on-one with others who share similar diagnoses and experiences
- Embrace, supporting women living with advanced breast cancer
- Genetics for Life[®], addressing hereditary breast and ovarian cancer
- Thriving Again[®], providing individualized support, education, and survivorship plans for young breast cancer survivors
- Busy Box[®], for young parents facing breast cancer
- Best Face Forward[®], addressing the cosmetic side effects of treatment
- Family Focus[®], providing resources and support for caregivers and family members
- Ovarian Cancer Program, tailored resources and support for young women and families facing ovarian cancer
- Sharsheret Supports, developing local support groups and programs

Education and Outreach Programs

- Health Care Symposia on issues unique to younger women facing breast cancer
- Sharsheret on Campus, outreach and education to students on campus
- Sharsheret Educational Resource Booklet Series, culturally-relevant publications for women and their families and healthcare professionals

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