EMPLOYMENT OPPORTUNITY – CALIFORNIA PROGRAM ASSOCIATE

Sharsheret, a fast-paced and growing national breast and ovarian cancer organization, seeks a full-time Los Angeles-based Program Associate to facilitate outreach and education programming locally and nationally, working remotely. The successful candidate will have a clear understanding of the Jewish and/or health care communities in California.

QUALIFICATIONS

- 2+ years’ experience working in Jewish organization, health care or non-profit setting
- Passion for issues related to cancer and the Jewish community
- Outstanding community organizer
- Excellent interpersonal skills
- Available to work in person and evenings, as needed
- Strong writing, communication, public speaking, and organizational skills
- Ability to manage multiple projects and work independently in a virtual environment
- Experience with or ability to learn Microsoft Office, Donor Perfect CRM and Givecloud
- Advanced degree preferred

RESPONSIBILITIES

- Advance Sharsheret’s local efforts by expanding educational offerings and providing resources to women and families, health care and Jewish communal professionals
- Support program development and facilitation
- Provide staff support to active volunteer committees
- Represent Sharsheret at local conferences and events
- Prepare materials for programs and events
- Process telephone and e-mail requests for information
- Support Sharsheret’s website development and database management
- Coordinate program-related projects and mailings

TO APPLY

Send resume and cover letter to resumes@sharsheret.org. No telephone calls please. Extensive benefits package and salary ($55,000-$60,000) 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 & Ovarian Cancer Community
866.474.2774 | www.sharsheret.org | info@sharsheret.org
Regional Offices: California • Florida • Illinois • New Jersey • New York