



# SHARSHERET®

**TITLE:** Florida Outreach Coordinator

**REPORTS TO:** Florida Regional Director

**POSITION DESCRIPTION:** Sharsheret, the only national organization dedicated to addressing the unique needs of Jewish women and families, of all backgrounds, facing breast cancer and ovarian cancer, seeks a part-time, Florida-based and remote working Outreach Coordinator to facilitate educational and outreach programming in South Florida. The successful candidate will have a clear understanding of the local Jewish and/or health care landscape.

## RESPONSIBILITIES

- Advance Sharsheret's local efforts by expanding educational offerings and providing resources to all members of the Jewish community
- Lead program development and facilitation
- Nurture and involve members of active volunteer committee
- Represent Sharsheret at local conferences and events
- 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 health care setting, non-profit or Jewish organization in South Florida; related advanced degree preferred
- Passion for issues related to cancer and the Jewish community
- Outstanding community organizer
- Excellent interpersonal skills
- Strong writing, communication, public speaking and organizational skills
- Ability to manage multiple projects and work in very fast-paced environment
- Proficient in Microsoft Office

## TO APPLY:

Send resume and cover letter to [resumes@sharsheret.org](mailto:resumes@sharsheret.org). No telephone calls please. Extensive benefits package and salary (\$25-\$40 per hour for 20-25 hours per week) 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.*

**The Jewish Breast & Ovarian Cancer Community**

**866.474.2774 | [www.sharsheret.org](http://www.sharsheret.org) | [info@sharsheret.org](mailto:info@sharsheret.org)**

**Regional Offices: California • Florida • Illinois • New Jersey • New York**