



SHARSHERET®

TITLE: California Outreach Associate

REPORTS TO: California 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 full-time or part-time, Los Angeles-based and remote working Outreach Associate to facilitate educational and outreach programming in California. The successful candidate will have a clear understanding of the local Jewish and/or healthcare landscape.

RESPONSIBILITIES

- Advance Sharsheret's local efforts by expanding educational offerings and providing resources to all members of the Jewish community
- Support program development and facilitation
- Provide staff support to 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
- Requires working some nights and weekends (part-time or full-time)

QUALIFICATIONS

- 2+ years' experience working in a healthcare setting, non-profit or Jewish organization in California; related advanced degree preferred
- Passion for issues related to cancer and the Jewish community
- Support program development and facilitation
- Some community organizing experience
- Team player with a positive enthusiastic attitude and 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, Canva

TO APPLY:

Send resume and cover letter to resumes@sharsheret.org. No telephone calls please. Full-time position has extensive benefits package and salary (\$45,000 - \$65,000 per year) commensurate with experience. Part-time position salary would be adjusted accordingly depending on hours per week and 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 | info@sharsheret.org
Regional Offices: California • Florida • Illinois • New Jersey • New York