



# SHARSHERET®

**TITLE:** National Outreach Associate

**REPORTS TO:** Director of National Outreach

**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 National Outreach Associate to cultivate partnerships and develop, coordinate and facilitate educational outreach programming nationally.

## RESPONSIBILITIES

- Advance Sharsheret's efforts by expanding educational offerings and providing resources to members of Jewish communities nationally
- Facilitate programming and cultivate partnerships with campuses, health care and Jewish communal service professionals, synagogues and related organizations
- Recruit, nurture and involve members of active volunteer committees
- Represent Sharsheret at 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

- 1-2 years' experience working in a non-profit or Jewish organization; related advanced degree preferred
- Passion for issues related to cancer and Jewish communal service
- Outstanding program/event 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 (\$55,000 – \$65,000) 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, 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**