



SHARSHERET®

TITLE: California Outreach Coordinator

REPORTS TO: California Regional Director

POSITION DESCRIPTION: Sharsheret, a fast-paced and growing national breast and ovarian cancer organization, seeks a full-time, LA-based and remote working Outreach Coordinator to facilitate educational and outreach programming in Los Angeles. 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
- 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 healthcare setting, non-profit or Jewish organization in Los Angeles; 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, take initiative, 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. Extensive benefits package and salary (\$60,000 - \$70,000) 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 | info@sharsheret.org

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