



SHARSHERET®

GENETICS PROGRAM COORDINATOR

Sharsheret, a fast-paced and growing national breast and ovarian cancer organization, seeks a full-time Genetics Program Coordinator to assist in the delivery of hereditary cancer support programs nationwide. This position is a part of Sharsheret's robust clinical team of social workers and genetic counselor, and reports to the Genetics Program Manager. This position offers both hybrid (NY/NJ area) and remote work opportunities.

QUALIFICATIONS

- Masters in Genetic Counseling and Board-eligible/Board-certified required
- 2+ years' experience working in a health care setting, non-profit or Jewish organization
- Passion for issues related to hereditary cancer and the Jewish community
- Excellent interpersonal skills
- Strong writing, communication, and organizational skills
- Ability to manage multiple projects and work in very fast-paced environment
- Proficient in Microsoft Office

RESPONSIBILITIES

- Speak one-on-one with and provide psychosocial support to women, men and families calling with breast cancer, ovarian cancer, and cancer genetics questions (including peer support and family conference calls)
- Assist with hereditary cancer program development and facilitation (including webinars, booklets, resource materials, videos, blogs, microsites)
- Process telephone, e-mail, and online requests for information and record in proprietary database
- Research, educate, and guide Sharsheret staff and community about updates to the hereditary cancer field and related-advocacy opportunities and initiatives
- Represent Sharsheret at conferences and events

TO APPLY

Send resume and cover letter to resumes@sharsheret.org. No telephone calls please. Salary (\$55,000-\$75,000) and benefits 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