



TITLE: Outreach Coordinator, Midwest Region

REPORTS TO: Director, Midwest Region

POSITION DESCRIPTION: Sharsheret, a fast-paced and growing international breast cancer and ovarian cancer organization, seeks a full-time, Chicagoland-based and remote working Outreach Coordinator to facilitate educational and outreach programming in Illinois and surrounding states. The successful candidate will have a clear understanding of the local Jewish and/or healthcare landscape and be available for evening and weekend events (with potential for occasional travel out of state).

#### RESPONSIBILITIES

- Advance Sharsheret's regional 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 Chicagoland; 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 self-motivate and 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](mailto:resumes@sharsheret.org). No telephone calls please. Extensive benefits package and salary (\$60,000 - \$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 Cancer and Ovarian Cancer Community

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