



SHARSHERET

TITLE: Part-Time National Outreach Associate

REPORTS TO: Chief National Engagement Officer

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 Part-Time National Outreach Associate for a hybrid position based in our Teaneck, NJ office to cultivate partnerships and develop, coordinate, and facilitate educational outreach programming.

RESPONSIBILITIES

- Grow Sharsheret's presence in the region by cultivating partnerships, developing and facilitating programming with medical, mental health and Jewish communal service professionals, synagogues, high school and university campuses and related organizations
- Cultivate volunteers and donors to help build programming and capacity
- Represent Sharsheret at events and local conferences
- Coordinate program-related projects and mailings
- Program data entry and other administrative tasks

QUALIFICATIONS

- 2-3 years' experience working in a non-profit or Jewish organization, volunteer or related experience and advanced degree preferred
- Passion for issues related to cancer and Jewish communal service
- Outstanding program/event organizer
- Excellent interpersonal, writing, communication, public speaking and organizational skills
- Ability to manage multiple projects and work in very fast-paced environment
- Available to occasionally work evenings, as needed
- Proficient in Microsoft Office and Canva

TO APPLY

Send resume and cover letter to resumes@sharsheret.org. No telephone calls please.

Part-time (15 - 20 hours per week) salary range is \$28,000 – \$30,000. This position has potential to be full-time.

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 Cancer and Ovarian Cancer Community

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