



SHARSHERET

TITLE: Outreach Coordinator, Southeast Region

REPORTS TO: Director, Southeast Region

LOCATION: South Florida (Remote / Field-Based)

POSITION TYPE: Full-Time (Includes some evening/weekend events & occasional travel)

POSITION DESCRIPTION: Sharsheret, a fast-paced and growing international breast cancer and ovarian cancer organization, seeks a full-time Outreach Coordinator to facilitate educational and outreach programming in Florida 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, and occasional travel out of state.

RESPONSIBILITIES:

- Advance Sharsheret's Southeast regional efforts by expanding educational offerings and providing resources throughout the Jewish community.
- Lead the development, planning, and execution of impactful local cancer education and screening programs from concept through completion.
- Nurture, inspire and empower active volunteers and committees.
- Represent Sharsheret at local conferences and community events.
- Manage the behind-the-scenes magic—from preparing event materials and coordinating mailings to handling phone/email inquiries and maintaining accurate program data.
- Collaborate on projects with Sharsheret local and national staff.

QUALIFICATIONS:

- 2-5 years' experience working in a non-profit, Jewish or healthcare organization in South Florida; related advanced degree preferred
- Passion for issues related to cancer and/or the Jewish community
- Outstanding community organizer
- Excellent interpersonal skills and teamwork mentality
- Strong writing, communication, public speaking and organizational skills
- Ability to self-motivate and manage multiple projects, take initiative, and work in a very fast-paced environment
- Must have consistent access to a reliable vehicle
- Proficient in Microsoft Office and Canva

TO APPLY:

Send resume and cover letter to 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 | info@sharsheret.org
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