



JOB ANNOUNCEMENT

Community Program Manager for Underserved Populations

For more than 30 years, Cancer Lifeline has worked to improve the lives of people living with cancer. Each year we make about 10,000 contacts with people affected by cancer - patients, survivors, family members, friends and coworkers. Our free services help people to take back the things that cancer can take away: health, hope, independence, community and joy. They include Emotional Support, Gentle Exercise and Nutrition, Healing Arts, and Financial Navigation services.

Cancer Lifeline, a non-profit social service agency, seeks a full-time **Bilingual-English/Spanish Community Program Manager for Underserved Populations** to help expand programs to serve ethnic and racial minority groups as the agency fulfills its strategic planning commitment through expansion of its services for diverse populations.

RESPONSIBILITIES:

- Develops and manages non-medical programs targeted to ethnic/racial minorities in western Washington through: identification of existing needs, community collaboration, marketing programs to capacity, and evaluation for continuous improvement.
- Works with diverse contractors to ensure quality programs
- Works with Associate Program Director for Community-Based Programs to develop and manage budgets
- Provides general support to Cancer Lifeline programs by attending a 40-hour Lifeline training.
- Provides supportive services directly to clients and provides staff back-up at sites and programs as needed
- Promotes agency team effort by working to gain/maintain knowledge of Cancer Lifeline's mission, vision, classes, programs and services through development of excellent working relationships with staff and community partners.
- Meets with supervisor on regular basis and participates at program, staff, and other meetings as needed

QUALIFICATIONS

- Must be bilingual in English/Spanish with Bachelor's degree in social work, human services or related field with at least five years of relevant work experience. Strong, proven skills and experience needed in needs assessment, developing, implementing and evaluating community-based programs particularly for underserved populations, including ethnic/racial minorities.
- Skill and experience in community networking and marketing social services programs
- Experience in developing and monitoring budgets

WORK CONDITIONS

Position:	Salaried, 40 hours per week
Hours:	Monday-Friday, 8:30 to 5:00 pm. Some evening and weekend work required
Compensation:	\$ 20.00 hour starting with fully paid medical and dental insurance, plus retirement, vacation, sick leave and holiday benefits
Reports to:	Associate Program Director for Community-Based Programs
Requirements:	Must have valid Washington driver's license and reliable transportation

POSITION OPEN UNTIL FILLED

Please e-mail a resume and cover letter (required) explaining your interest and qualifications for this position to: jobs@cancerlifeline.org

Or mail resume and cover letter to:

Jobs at Cancer Lifeline
6522 Fremont Avenue N
Seattle, WA 98103.
Please, no phone calls.

Cancer Lifeline is an Equal Opportunity Employer.

Ethnic, cultural and racial minorities are encouraged to apply

For more information about Cancer Lifeline visit our website: www.cancerlifeline.org