



Cancer Support Community Valley/Ventura/Santa Barbara

Job Title: Community Outreach Coordinator
Job Type: Full time, 30-40 hours/week – depending on availability and event schedule
Eligible for medical/dental benefits
(Office hours: Mon-Thu, occasional evening and weekend hours)
\$21-22 an hour

Job Summary:

Cancer Support Community Valley/Ventura Santa/Barbara is a non-profit organization providing supportive care to cancer patients/survivors and their families at no cost. As an integral member of the Cancer Support Community team, the primary goal of the Community Outreach Coordinator will be to expand community and healthcare provider awareness of Cancer Support Community programs in our service areas of the San Fernando Valley, Ventura County, and Santa Barbara County. Meeting these goals will increase the number of cancer patients and families served by our programs.

Essential Duties/ Main Responsibilities:

Healthcare Provider & Community Outreach

Actively initiates and maintains continuous relationships and communication with healthcare professionals specializing in oncology and other related fields. This includes engagement with hospitals, health/mental healthcare providers, and various healthcare-related organizations and agencies within our service areas. This is achieved through:

- ✓ Conducting targeted email outreach, visits, and phone calls to promote specific programs and services.
- ✓ Delivering and/or sending program marketing materials such as brochures, flyers, and Program Lists.
- ✓ Identifying key stakeholders, including hospitals, health care providers, houses of worship, community leaders/organizations, schools, and youth organizations, to collaborate on disseminating Cancer Support Community's information and supporting access to cancer patients and their families.
- ✓ Proactively following up and fostering ongoing professional relationships with a broader network of contacts.

Event Participation & Table Presentations

- ✓ In collaboration with administrative staff, Speakers Bureau, and volunteers, make presentations/table presentations to appropriate audiences at outreach events, such as health/senior fairs, healthcare providers' events, and service club meetings.
- ✓ Documents outreach activities promptly, including monthly mileage reports.

- ✓ Coordinate volunteers to fulfill outreach event needs.

Additional Responsibilities

- ✓ Perform accurate data entry into our CRM system to track outreach efforts and participant interactions.
- ✓ Manage inventory and ordering of marketing materials, in collaboration with administrative staff.
- ✓ Create and coordinate program focused social media.
- ✓ Attend weekly staff meetings.

Abilities, Skills, and Knowledge – Minimum Requirements

- ✓ Bilingual Spanish fluency required.
- ✓ Exceptional work ethic, engagement, and commitment.
- ✓ Punctuality and reliability are a must.
- ✓ Excellent critical thinking skills, analyzing areas of improvement, and striving to implement innovative programs
- ✓ Strong organizational and multi-tasking skills, and ability to manage multiple priorities.
- ✓ Strong written and verbal communication skills.
- ✓ Flexible work schedule to support workshops, orientations, and special events (some evenings and weekends).
- ✓ Excellent computer literacy (Microsoft Office 365, Google Drive, etc.) and willingness to learn new digital skills.
- ✓ Ability to interact effectively with administrative and clinical staff, interns, volunteers, Board of Directors, healthcare providers, and Cancer Support Community's participants (cancer patients and their families).
- ✓ Maintain confidentiality surrounding sensitive participant information.
- ✓ Reliable transportation is required. Must maintain current car insurance and supply proof of insurance. Travel will be required throughout our service areas.
- ✓ Ability to stand for long periods of time during events and carry event materials and supplies, up to 30 pounds.

To apply, please send all resumes to jobs@cancersupportvvsb.org with "Community Outreach Coordinator" as the subject. To learn more about Cancer Support Community Valley/Ventura/Santa Barbara, please visit www.cancersupportvvsb.org