



Mission Programs Coordinator, Southwestern Riverside County

Reports To: Mission Programs Manager

Part Time Position: 20-25 hours per week (total of 50 hours per pay period)

Location: Temecula Valley, Greater Riverside, Southwestern Riverside County

Home Office: Temecula, CA

Primary Purpose

The Mission Programs Coordinator is responsible for assisting in the execution of the community outreach programs and actively participating in the dissemination of breast health education and awareness through proposed initiatives under the direction of the Mission Programs Manager. These programs are critical for enhancing the organization's promise to save lives and end breast cancer forever. This position requires an ability to build strong relationships with community organizations, volunteers, colleagues, health care community, and the Affiliate's constituents. The ideal candidate is committed to the Komen mission to save lives and end breast cancer forever by empowering people, ensuring quality care for all and energizing science to find the cures.

Minimum Hours Required Per Week: 20-25 hours, travel, evenings and weekends as needed

Responsibilities

Education and Outreach:

- Serve as a knowledgeable resource for breast health information and services in the Affiliate service area to the general public, community organizations, medical facilities, and health professionals.
- Assist in developing and implementing activities that address the gaps in uninsured/underinsured populations in service area through education and outreach efforts, as proposed in the Community Profile and set forth through a strategic plan.
- Work collaboratively with additional Mission Programs Team to participate in appropriate community sponsored educational programs, and appropriate Affiliate education initiatives within the Affiliate service area.
- Encourage and support partnerships and collaborations among medical providers, community organizations, schools, corporations and government agencies (i.e., health departments, etc.) as requested.

Public Policy:

- Implement planned activities that address gaps in underserved populations through advocacy and public policy efforts as requested.
- Collaborate and support the public policy efforts of the Affiliate as requested.

Additional Responsibilities:

- Provide local communications support for all of the above program activities.
- Other activities/duties deemed appropriate by Mission Programs Manager that will promote, improve access and enhance breast health services throughout the Affiliate's service area.
- Assist and participate as needed for the Annual Komen Inland Empire Race for the Cure® and other Affiliate activities and events.

Candidate will also possess:

- Ability to develop collaborative relationships with healthcare facilities, community organizations, grantees, faith-based organizations, public health organizations, and corporations.
- Strong communication skills, both oral and written.
- Strong presentation skills and comfort discussing breast health, cancer and related topics.
- Strong problem-solving, time-management, priority-setting, and decision-making skills.
- Ability to manage multiple projects.
- Excellent organizational skills with focus on details and follow through to completion.
- Ability to develop strong working relationships with Affiliate staff, volunteers and grantees.
- Strong knowledge of Microsoft Word, Excel, PowerPoint and Outlook.
- Positive attitude and team oriented mindset.
- Ability to work in diverse communities.
- **Bilingual Spanish a plus.**

Position Qualifications

- Minimum of 2 years experience in related field.
- A.A. degree or equivalent is desired.
- Knowledge of healthcare delivery systems a plus.

Essential Functions of Position

1. Must have valid California driver's license, reliable personal vehicle and auto insurance coverage.
2. Travel within Affiliate service area.
3. Flexible schedule including some evening and weekends.
4. Ability to occasionally lift approximately 35 pounds.

Internal and External Contacts

Affiliate Staff

Affiliate Board of Directors

Komen Headquarters Staff

General Public

Volunteers

Donors

Survivors

Grantees

Community Health Professionals

Local, State and Federal Legislators

To Apply: Please send your resume and cover letter to Sarah Bryant, Mission Programs Manager at sbryant@komenie.org with: "Mission Programs Coordinator" in the subject line. Qualified applicants will be contacted for an interview.