



West Cancer Foundation (WCF) is searching for a talented and professional Programs Assistant to support the Director of Community Engagement and Outreach. The position will manage a variety of projects on time and within budget. This person must be initiative-taking, enthusiastic and community minded, and possess a passion for their mission and powerful desire to have a direct impact on cancer patients who lack resources throughout their cancer journey.

Essential Duties and Responsibilities:

- Managing the Director's calendar.
- Responsible for preparing a program event calendar.
- Scheduling meetings
- Respond to inquiries from the public with information and materials.
- Maintain all community partners, volunteers, and other key stakeholders in CRM.
- Provide administrative duties to support all programs' work.
- Complete projects efficiently and within budget.
- Answering phone calls and emails as needed.
- Maintain inventory of all programs related materials and collateral.
- Communicate between program participants and managerial staff.
- Manage database of all health fairs, community events, and sponsorship opportunities to promote programs.
- Organize the Community Engagement and Outreach Sub-Committee of the Board of Directors.
- Take minutes at meetings.
- Prepare all materials, locations, and presentations for Director's meetings.
- Proofread and make copies of documents.
- Cross-trained on all programs.
- Welcome visitors to the office and at off-site meetings.
- Acts as liaison between different departments.

Minimum Requirements and Qualifications:

- Bachelor's degree from an accredited college or university in public health, social work, nonprofit management, or related field
- Minimum two years' experience in health-related and/or nonprofit field
- Experience working with volunteers.
- Excellent organizational skills with ability to work independently.
- Excellent customer service skills with the ability to establish rapport with program participants of various backgrounds.
- Ability to juggle multiple priorities simultaneously and take initiative on new tasks.
- Excellent phone etiquette.
- Polite, clear, and compelling communication skills.
- Close attention to details.
- Possess computer experience with the ability to learn new applications and programs quickly.
- Capable of leaving the office to run errands throughout the day.
- Ability to work nights and weekends as required by the Director.
- Must be proficient in Microsoft Office Programs.

Preferred Qualifications:

- Bilingual in English and Spanish.
- Proven success in similar nonprofit position.

Work Environment/Physical Demands/Travel:

- Typical office environment with moderate noise level.

- Standard 40-hour workweek with regular hours of 8:30am – 5:00pm.
- Valid driver's license and reliable transportation
- Ability to stand, walk, reach, climb or balance, stoop or crouch, hand/wrist use, talk, see, and hear for extended periods of time.
- Ability to lift to 50lbs.

Salary Range: \$30-35k

To Apply: <https://app.loxo.co/job/MTAyMDltdmFrc2puc2RIMGdwY2k3dQ==?t=1713812744520>