

Education and Grants Coordinator

Reports To: Executive Director

Employment Status: Exempt, Full-time, Salaried

Salary: \$30,000 - \$32,000

Benefits: Health Insurance- an individual policy is offered but not guaranteed

Paid Time Off- vacation, sick days, and holidays

Basic Function

This mission related position is responsible for administering all aspects of the Affiliate's grant making process, community outreach programs and oversight of the Affiliate's breast health education programs. These programs are critical for enhancing the organization's mission to save lives and end breast cancer forever. This position requires an ability to build strong relationships with community organizations, volunteers, colleagues and the health care community. The ideal candidate is committed to the mission and the importance of raising awareness about breast cancer.

Primary Responsibilities

Community Profile

Coordinate the research and writing of the bi-annual Community Profile.

- Continually assess gaps and needs in breast health services in the Mid-Kansas Affiliate 95 county service area.
- Guide the mission functions of the Affiliate based on the Community Needs Assessment.
- Utilize skill and knowledge of community needs to update the Community Profile.

Education and Outreach

Develop, manage, coordinate, and evaluate educational programs within the service area that meet the needs and gaps identified in the Community Profile.

- Serve as an advocate and primary resource on breast health, cancer treatment and access to community-based health services. Maintain current information and working knowledge on

educational issues and breast health resources available throughout the service area in order to then respond to inquiries from the community (while collaborating with the Patient Navigator at the Breast Cancer Survivorship Center).

- Develop and implement the education outreach plan, including development of the speaker's bureau/ambassadors program.
- Build, encourage and support partnerships with local churches, community organizations, health care organizations, schools, corporations and others to implement successful educational programs for diverse populations.
- Facilitate and oversee distribution of educational materials upon request of the general public, grantees, or health care facilities. Maintain current inventory of resources and educational materials, including re-ordering function.

Grant Administration

Work collaboratively with the Grants Committee and Mission Advisory Council to manage all aspects of the Community Grants program.

- Administer grants, monitor grantee programs, and maintain working relationship with grantees.
- Coordinate grantee site visits and assist with grants related events such as an annual grants writing workshop.

Additional Responsibilities

- Maintain mission related items on Affiliate website and other media outlets (online, newspaper, etc.)
- Support the public policy efforts of the Affiliate
- Recruit, orient, retain, coordinate, and oversee volunteers related to Education and Grants.
- Maintain records of educational work, census populations served, current/accurate statistics and all grant files.
- Other activities deemed appropriate by Executive Director that will promote and enhance breast health services throughout the service area.

Position Qualifications

- Minimum of B.A./B.S. in public health, social work, or other related discipline.
- Minimum of 3 years experience in related field, non profit experience a plus.
- Have access to transportation and valid driver's license

- Bilingual a plus

Candidate will also possess:

- Comfort discussing breast health, cancer and related topics.
- Strong communication skills, both oral and written.
- Strong presentation skills
- Strong problem-solving, 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 volunteers.
- Ability to effectively work with a variety of people from diverse backgrounds, experience, knowledge level, cultures, and communication styles.
- Strong computer skills, knowledge of Microsoft office suite, email, internet and previous experience

with database systems.

This position requires travel, some evening and weekend work.

Internal and External Contacts

- Affiliate Board of Directors
- Affiliate Staff
- Komen Headquarters Staff
- Grantees
- Volunteers
- Public
- Community Health Professionals
- Survivors
- Donors

Our Mission is to save lives and end breast cancer forever by empowering people, ensuring quality care for all and energizing science to find the cures.