

Job Title: Community Engagement Coordinator

Reports to: Program Director

Classification: Full-Time

Location: Northbrook, IL (Hybrid)

About the Cancer Wellness Center

Offering services free of charge to anyone impacted by cancer has been the hallmark of The Cancer Wellness Center since 1989. The Center offers decades of experience providing the Chicagoland community with the tools and support it needs to address both the physical and emotional distress components associated with a cancer diagnosis. This effort is realized through evidence-based programs and services designed to educate participants, develop their coping strategies, and strengthen their support network. Participants include cancer patients and survivors, family members of a loved one with cancer, and individuals who have experienced the death of a loved one to cancer. Support services are available in English and Spanish free of charge to all participants.

The Opportunity

The Community Engagement Coordinator is responsible for developing and managing relationships with non-profit organizations, healthcare partners and other community-based organizations. These efforts will focus on bringing awareness of the Center and support to individuals impacted by cancer in underserved and vulnerable populations. Role includes 40 hours per week with hybrid on-site/work from home opportunity and up to 60% travel and community-based engagement.

Principal Accountabilities:

1. Develop, implement, and coordinate annual outreach and engagement plan
2. Work collaboratively with CWC staff and organization leadership to build and maintain relationships with community stakeholders
3. Utilize relationships with organizations and public entities to develop programs, partnerships, referrals, and supportive opportunities for underserved and vulnerable communities
4. Navigate in any community environment and support positive outcomes and new partnerships
5. Liaison with marketing staff to develop culturally-informed outreach and promotional materials
6. Attend outreach events hosted by other community organizations
7. Provide post-event support as required, which may include following up with participants and partners after the event
8. Respond sensitively and competently to the service population's cultural and socio-economic characteristics
9. Lead community needs assessments
10. Complete other related tasks, as assigned by leadership

Experience and Education:

- Strong written and oral communication, interpersonal skills, and comfort with public speaking
- 2+ years applicable work experience conducting community outreach, relationship building, or social service
- Able to accommodate a flexible schedule - some events may occur during the day, evenings, or weekends
- Bilingual (any language) big plus
- Ability to handle confidential and sensitive information in accordance with HIPAA regulations and American Psychological Association ethical standards

Benefits

- Paid Time Off is offered
- Eligible for 401K Match, when offered at discretion of the organization
- Medical insurance is offered at 30 hours and above



Cancer Wellness Center is an equal opportunity employer and will not discriminate against any employee or applicant based on race, color, creed, religion, gender, sexual orientation, national origin, age or disability. Pay is commensurate with experience ranging from \$50,000 - \$60,000.

To apply contact: Savina Chacheva at schacheva@cancerwellness.org