



Job Title: Southern DE Program Manager for Cancer Support Community Delaware

Reports to: Program Director
4 Days, 30 hours a week

General Function

The Southern DE Program Manager is charged with the responsibility for administering daily operations and programming of the Cancer Support Community Delaware in Sussex and Kent Counties.

Major Duties and Responsibilities (Including but not limited to):

Sussex County office - 3 days a week

Programming

- Coordinate, oversee and develop program calendar for the Sussex County CSCDE office.
- Coordinate facilitators and class instructors.
- Work closely with Program Director on program schedule.
- Facilitate support group when needed.
- Oversee workshops and program special events

General Office Administration

Outreach coordination

- Liaison with community partners
- Special events such as health fairs, coalition events, etc.
- Coordinates volunteers, as needed

Kent County office - 1 day a week

Programming

- Coordinate, oversee and develop program calendar for the Kent County CSCDE office.
- Coordinate facilitators and class instructors.
- Work closely with Program Director on program schedule.
- Facilitate group when needed.

General Office Administration

Outreach Coordination

- Liaison with community partners
- Special events such as health fairs, coalition events, etc.
- Coordinates volunteers, as needed

Core Competencies:

- Clearly understands the vision of CSCDE.
- Understands development needs and functions of a nonprofit.
- Licensed Mental Health professional.
- Familiar with the local medical community.
- Proficient with Outlook, creating documents and technology.
- Skillful with virtual platforms and social media.
- Outstanding interpersonal skills.

October 2021