



Maryland Affiliate
200 East Joppa Road, Suite 407 Towson, Maryland 21286
410-938-8990 www.komenmd.org

Field Program Coordinator on the Eastern Shore Job Description

Philosophy

Each employee is responsible for doing whatever it takes to ensure that the organization is successful. Additionally, each employee will provide colleagues with the support and information they need to succeed in their jobs.

Overview

This position is responsible for Affiliate activities that directly relate to the promise of Susan G. Komen for the Cure. The grants and education programs both represent the statewide outreach efforts of the Affiliate.

Job Description

Grants and Education Efforts

- Coordinate and/or support efforts for Eastern Shore Professional Consortium
- Support annual grant process
- Provide staff support to establish an annual educational symposium on the Eastern Shore
- Support efforts of Grants and Education Manager with Community Profile data gathering
- Manage health fair and speaker's bureau volunteer program.
- Serve as a community resource liaison

PR/Development Efforts

- Provide staff support for cultivation events and 3rd party events on the Eastern Shore
- Build relationships with community medical centers, health care providers and professionals
- Act as a public relations professional creating media opportunities and collecting survivor and grantee stories

Core Competencies

- Demonstrate creativity, flexibility and resilience
- Demonstrate advanced organizational skills with attention to detail
- Formulate trending reports from past performance
- Establish best practices and lead affiliate toward role model performance
- Participate in appropriate training opportunities and identify a personal growth and development plan
- Proactively seek ways to increase mission impact
- Promote fair treatment of others and reach out to include people of various backgrounds
- Promote awareness of developing issues related to the cause
- Promote partnerships, activities and initiatives that benefit both the organization and the community
- Leverage key contacts to gather information, influence others and make decisions
- Act as a catalyst for bringing people together in support of the cause

The greatest risk factors for
breast cancer are being female
and growing older.

Job Qualifications

- Bachelor's degree preferred in the social sciences, health education, social work, community health or public health
- 3-5 years of related experience in the local community
- Knowledge of various health systems that serve breast cancer patients and the ability to navigate these systems
- Familiarity with grant processes
- Excellent communication and IPR skills
- Professional presentation skills
- Ability to function autonomously and productively

Work Environment

Although the main office is in Towson and this position is on the Eastern Shore, this staff member will be an integral part of our team. Meetings and office hours in the Towson office will be established as needed. Remote support will be provided to ensure access to shared documents and all staff communications. This is a part time job less than 30 hours a week with no health insurance benefits offered. Shared office space within a non profit community will be provided on the Eastern Shore. Job responsibilities will require a flexible schedule with evening and weekend requirements. Training and conferences at Komen Headquarters will require occasional out-of-state travel. This position reports to the Executive Director with strong collaboration between the Grants and Education Manager and the Development Director.

Please submit resume and cover letter to Executive Director at devdir@komenmd.org.
No phone calls please.

Job description created 3/10