



**Title:** Community Programs Manager  
**Reports to:** Director of Programs  
**Classification:** Full Time, Exempt  
**Function:** Manages logistics of affiliate education, grants, and support programs

### **Overview of Organization**

In 1982, Susan G. Komen launched a global breast cancer movement. Today, Susan G. Komen, based in Dallas, TX, is fueling the best science and making the biggest community impact in the fight against breast cancer. At a national level, Susan G. Komen has invested \$2.9 billion to fulfill our promise of ending breast cancer through ground-breaking research, community health outreach, advocacy, and programs in more than 50 countries. Susan G. Komen is the largest nonprofit funder of breast cancer research, outside of the U.S. government.

Susan G. Komen Oregon and Southwest Washington, based in downtown Portland, OR, is one of the largest, most respected, and most innovative Komen affiliates in the nation. Since our founding in 1992, we have invested over \$32 million in breast cancer research, local breast cancer early detection programs, survivor and fighter support services, and community education in communities across our region, as well as advocated for sound public policy. Information on our programs can be found at [www.komenoregon.org](http://www.komenoregon.org).

Susan G. Komen Oregon & SW Washington is an EEO/AA/ADA employer committed to diversity and inclusion.

### **Job Description**

The community programs manager works directly with the director of programs to strategically manage the Affiliate's work in the community, with programs focusing on the early detection of breast cancer, survivor / forever fighter support, and advocacy. Responsibilities include:

- Manage logistics of community programs, such as:
  - Breast Cancer Issues Conference (BCI) - including speaker recruitment, event logistics, marketing, sponsor relations, and staff liaison for volunteer BCI Conference Committee
  - Grants program - including staff liaison for volunteer Grants Committee, grants application review/selection process, grantee reporting and tracking, trainings and marketing, and working with grants e-management system
  - Event logistics, speaker recruitment, and marketing for various educational series geared towards specific populations across the service area
  - Worship in Pink program - including attending and coordinating aspects of trainings, development of program materials, and collection of data
  - Treatment Access Program
- Assist with management of population-specific volunteer advisory councils.
- Recruit, train, and supervise community programs volunteers & interns
- Recruit, train, and manage Affiliate Speaker's Bureau
- Manage community program areas of Race for the Cure / More Thank Pink Walk
  - Manage Hope Village, associated volunteers, and sponsor relations
  - Recruit and train volunteers for "I Am Komen"

- Answer and track calls for the Oregon & Washington Breast and Cervical Cancer Programs in Spanish and English, and refer recently diagnosed individuals and other callers to appropriate community resources
- Other administrative tasks, including:
  - Order and maintain educational materials
  - Update program webpages and social media, as needed
  - Update and maintain community programs databases / reports to Susan G. Komen
- Special projects and duties as assigned

**Skills:**

- Working proficiency in written and verbal Spanish language
- Excellent organizational skills, with the ability to manage multiple, simultaneous projects and to prioritize competing deadlines.
- An understanding of public health competencies and an interest in breast cancer
- Familiarity with grant-making
- Compassionate, sensitive communication skills with diverse populations
- Ability to manage volunteers in a positive manner with clear instructions
- Ability to work collaboratively as part of a team
- Ability to gather and analyze data and produce reports
- Experience with Microsoft Office Suite, Adobe, WordPress, Salesforce, and Convio a plus

**Qualifications:**

- College degree
- Working proficiency in written and verbal Spanish language required
- A minimum of three years of progressively responsible program management and leadership experience, preferably in a nonprofit setting
- A minimum of two years of event planning experience
- Ability to lift boxes up to 30 pounds
- Ability to sit, stand, or walk for extended periods of time at events and as needed
- Ability to travel (up to 15%) and access to a vehicle
- Must be willing to work occasional nights and weekends

**Compensation**

Full time, exempt position includes a generous benefits package with employer-paid health plan, vacation, and health leave benefits. The starting salary range is \$47,000-\$52,000, depending on experience.

**To Apply**

All interested candidates must apply electronically by emailing a cover letter and resume to [programs@komenoregon.org](mailto:programs@komenoregon.org) with “Community Programs Manager” in the subject line. This position will remain open until filled. References will be requested of finalists.