The Nevada Cancer Coalition is immediately seeking a dynamic, personable Community Programs Manager to join our small, but mighty team. The ideal candidate will have a preoccupation for cancer prevention; a penchant for outdoor staff meetings; and a passion for bringing people together to promote health.

Position Summary:
The Community Programs Manager develops, leads and coordinates cancer prevention and early detection initiatives – working with both the public and primary care provider offices. This position will build relationships with key stakeholders/relevant constituents to each program, identify and manage program resources, reporting, and budget. Current programs underway for this position include Smoke Free Meetings and Sun Smart Nevada which currently involves working with schools and community environments.

Qualifications:
• Bachelor’s Degree in public health, health care, communications, business or related field
• Project/program development, implementation and management experience
• Budget development and management experience preferred

Essential Functions:
• Develop and coordinate programs and initiatives designed to further cancer prevention and control in Nevada
• Coordinate committees and workgroups as assigned
• Coordinate participation and collaboration of key stakeholders and partners including management of meetings and work sessions, communication, and reporting
• Identify appropriate evidence-based strategies for each program and initiative and coordinate implementation
• Present to community groups and stakeholders and participate in community events
• Maintain a working knowledge of significant developments and trends in the fields of cancer control and public health
• Serve as key point person on assigned programs and initiatives
• Participate in Coalition Board of Directors and committee meetings, annual conference and event planning, and work closely with Executive Director and Communications Director as needed

Knowledge and Skills:
• Advanced interpersonal and communication skills
• Utilization of audio-visual equipment, computer and appropriate standard software packages
• Must possess the ability to organize and conduct meetings
• Ability to follow through on assigned tasks with limited supervision
• Excellent time management and organizational skills

Additional Information:
Pay rate is currently $21 per hour, position includes paid time off and applicable benefits. Schedule is open for consideration. As NCC is a not-for-profit organization, all positions are dependent on continued grant funding. Position is based in Reno, Nevada with periodic travel within Northern Nevada and outlying areas for meetings as needed, and to Las Vegas on occasion.

Please send resumes to:
Cari Herington, Executive Director
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