

Hancock County Program and Volunteer Coordinator

The Beth C. Wright Cancer Resource Center (BCWCRC) is a nonprofit organization headquartered in Ellsworth, Maine. Incorporated in January 2004, BCWCRC's mission is to offer hope, knowledge, and support to cancer patients, their families, caregivers, and friends by providing a source of information, social services, and compassion through all stages of the cancer journey (serving Hancock and Washington County)

The Center seeks an experienced community professional to join a dynamic team passionate about making it easier for the cancer community to lead healthier lives. The position reports directly to the Executive Director of the Beth C. Wright Cancer Resource Center and works in collaboration with the Communication Coordinator and will include working with other colleagues to define our cancer communities, the messages we want to communicate and the mechanisms we will use to achieve this so that we can create new opportunities for collaboration and increase our impact.

The Program/Volunteer Coordinator will develop and oversee new programs and services, as well as provide active support for daily activities and operations. We are passionate about providing programs and services that benefit our community, the program coordinator will work with other local organizations as well as our in-house staff to ensure our offerings are of the highest quality and make a positive impact on our communities we serve.

The Program/Volunteer Coordinator supports the implementation of the programs, volunteer recruitment, communications, and marketing strategies, with emphasis on social media, digital marketing, press releases, announcements, advertising, and administrative support.

The primary function of this position is to coordinate, collaborate, strengthen, design, and deliver a thoughtful, strategic, and compelling programs that advances the priorities of the Beth C. Wright Cancer Resource Center and creates a greater awareness and deeper understanding of how the Center benefits communities within the Center's footprint.

Program/Volunteer Coordinator will recruit, train, coordinate, and oversee employees for various programs or projects for the Beth C. Wright Cancer Resource Center throughout Washington and Hancock Counties, with Hancock County being the primary worksite. They are responsible for maintaining budget and records pertaining to the program expenditures, implementing policies and procedures, and organizing the activities and agendas for the programming.

Qualifications and Experience Sought: Must have strong interpersonal skills and have the ability to relate to other staff, volunteers, agency representatives, cancer patients, caregivers, and the general public. The individual must be self-motivated and committed to workplace participation and diversity with the ability to work as a team member. Ability to juggle many projects and meet deadlines in a high-energy, fast-paced environment.

- Strong organizational skills
- Ability to prioritize and reprioritize quickly
- Cultural competency and ability to empathize with patients, family members, and others
- Strong verbal and written communications skills
- Ability to work in teams as well as autonomously
- Basic computer skills
- Critical thinking skills
- Strong knowledge of community resources
- Familiarity with Downeast Maine culture and values
- Bachelor's degree in a related field preferred, with at least two years of directly related experience, or at least five years of directly related experience (professional and/or volunteer).

This is a 32-40 hour/week position. Regular travel throughout Hancock County and some Washington County required; occasional weekend and/or evening meetings expected.

To apply: Email in a single attached document a cover letter, resume and contact information for three professional references to: info@bethwrightcancercenter.org or mail to 23 Commerce Park, Ellsworth, ME. 04605 for application submission is February 29, 2024; or when a suitable candidate is found.

Beth C. Wright Cancer Resource Center provides equal employment opportunities to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Beth C. Wright Cancer Resource Center takes affirmative action to ensure that applicants and employees are treated fairly during the application process and post-hiring employment without regard to any of these characteristics. Discrimination of any type is not tolerated. BWC is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.