



**A TIME TO HEAL**  
CANCER FOUNDATION

**Position:** As our **Program Manager**, you are responsible for maintaining and enhancing our program needs, which allows us to achieve our mission to provide support, education and empowerment so that cancer survivors and their caregivers may create their best lives. Learn more about our organization at [atth.org](http://atth.org).

**As our organizer of program activities, you get to:**

- Provide support for each A Time to Heal (ATTH) program, including but not limited to processing registrations, maintaining class rosters, and contacting participants.
- Answer main phone line and help direct people to the program that's right for them.
- Respond to emailed program inquiries.
- Prepare materials and refreshments, greet guests for in-person meetings, trainings and other program meetings.
- Manage and maintain inventory of program materials (promotional materials, books, etc.)
- Protect the integrity of the constituent database by entering data consistently and accurately.
- Provide program support for our annual conference, including data entry of registrations, coordination of breakout sessions and other duties as required.

**As our primary shipping agent, you get to:**

- Order books through Amazon to ship to participants.
- Package and ship class materials, such as books, flash cards, etc. to individuals and our partners, as needed.
- Handle all other shipping needs, such as program brochures, speaker gifts, etc.

**As a valued member of our team, you will:**

- Communicate with our cancer survivors with empathy, patience and compassion.
- Work with volunteers as needed.

**This job might be for you if:**

- You have at least one year of experience in office administrative work, preferably in a nonprofit or medical setting, OR you are studying social services, medical or nonprofit administration as a career.
- You are an enthusiastic self-starter capable of working with diverse teams to reach a common goal. Initiating and completing projects is right up your alley. You know how to make timely, effective and ethical decisions and when to ask for guidance. You pay great attention to detail and take pride in your work being correct.
- You are a relationship builder. You listen to understand, and when you speak/write, you are understood. You are an excellent communicator through writing and speaking.
- You find solutions, not problems. You're willing to share your ideas.
- Computers do what you say. You are confident with databases, Zoom and Microsoft office suite (especially Word and Excel) and you're familiar with email marketing.
- You're not afraid to get your hands dirty and can stuff envelopes when needed.
- You have a valid driver's license (travel is minimal and local).

**What we can offer you:**

- \$45,000-\$55,000 annually (negotiable depending upon experience).
- Health, dental and vision benefits along with holiday and PTO.
- Your own office in a pleasant and positive environment at a convenient location, working with new technology systems, including a Microsoft Surface tablet and double monitors.

**How to Apply**

Please submit your resume and cover letter to [brenda@atth.org](mailto:brenda@atth.org).

**Disclaimer**

The outline of responsibilities is intended to describe the general nature and level of work being performed by the program assistant. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the program assistant. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is frequently required to walk and sit. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision.

**Equal Opportunity Employer**

A Time to Heal Cancer Foundation is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status or genetic information.