

Job Description: Program Manager

Organization: Cancer Support Community Greater Cincinnati-Northern Kentucky

Position Title: Program Manager

Reports To: Director of Health Equity & Engagement

Location: Cincinnati-Northern Kentucky (Blue Ash, Ohio as homebase)

Employment Type: Full-Time

Our Mission

Cancer Support Community uplifts and strengthens people impacted by cancer by providing support, fostering compassionate communities, and breaking down barriers to care.

No one can, or should, face cancer alone. Cancer Support Community Greater Cincinnati-Northern Kentucky is a relentless ally for anyone who strives to manage the realities of this disruptive disease. While we have witnessed many significant advances in treating this devastating disease, nothing takes the place of the power, inspiration, companionship, and connection that comes from community. CSC is here to provide relevant and highly personalized support when and where it is needed most. Visit mycancersupportcommunity.org for more information.

Position Overview

The Program Manager oversees programmatic activities to elevate mission delivery, awareness, and programming in the Cincinnati region. This role offers a mix of community-oriented, mission-driven clinical work and program delivery in a supportive, flexible work environment. It requires limited paperwork and an opportunity to experience the organization's impact firsthand.

Essential Duties and Responsibilities

Patient/Survivors/Caregiver and Family Experience

- Respond to inquiries about programming and resources.
 - Phone calls, emails and drop-in visitors
 - Track, evaluate, and follow up on program visits and participant calls.
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Healthy Living & Nutrition Program Management

- Coordinate, plan, implement, and enhance monthly wellness and nutrition programs.
- Expand nutrition resources and recruit diverse expert speakers.

Educational Programs

- Develop, implement, and elevate educational programs utilizing experts in the field in collaboration with the program team.
- Analyze program statistics and screening data to align offerings with community needs.
- Deliver educational lectures on CSC programs, mental health, and the psychosocial impact of a cancer diagnosis.

Social Connection

- Coordinate and elevate social events to foster community and reduce isolation.
- Implement creative ideas for social opportunities for people affected by cancer.

Family Programming

- Grow and innovate family programming using evidence-based interventions.
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Other Responsibilities

- Assist with CSC special events and fundraising initiatives.
 - Represent CSC at community events, fostering partnerships and awareness.
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Skills and Qualifications

- **Education and Licensure:**
 - Licensed Master's level psychotherapist (e.g., social work, psychology, marriage and family therapy) in Ohio. Dual licensure in Kentucky is a plus (financial assistance available for obtaining Kentucky licensure).
 - **Professional Skills:**
 - Excellent communication, interpersonal, and organizational skills.
 - Experience working with individuals affected by cancer is ideal (internship or paid).
 - Strong leadership and training capabilities.
 - Attention to detail, proficiency in writing and proofreading.
 - Digital proficiency, including Microsoft Office and data systems.
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- **Personal Attributes:**
 - Warm, welcoming demeanor with a commitment to service excellence.
 - Integrity, cultural competency, and a passion for health equity.
 - Flexibility, sound judgment, and a good sense of humor.
 - Ability to relate to diverse groups, including volunteers, participants, and community members.
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Work Environment and Schedule

- Flexible hours, including evenings and weekends, to support special events and programs.
 - Opportunities to adjust schedules to accommodate evening/weekend commitments.
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Compensation and Benefits

- **Salary:** \$55,000–\$60,000 annually for the Program Manager role.
 - Additional support group facilitation available at \$50/hour (separate contract).
 - **Benefits:**
 - Generous holiday and time-off policy.
 - Dental & Health insurance for full-time employees.
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Cancer Support Community Greater Cincinnati-Northern Kentucky is an equal opportunity employer. We encourage a diverse pool of candidates to apply.

Application Instructions

Interested candidates should submit a resume, cover letter, and three professional references to Asha Rone at arone@cancer-support.org. Applications will be reviewed on a rolling basis until the position is filled.