

Job Description

TITLE: Southeast Liaison

REPORTS TO: Program Director of Education

STATUS: Non-Exempt Part-Time/20-24 hrs. per week

PURPOSE: This job description defines the typical responsibilities for the purpose of outlining duties and to determine job classification. It does not limit the executive director from assigning other duties as the nature of the agency's business and needs may change.

GENERAL DESCRIPTION: A member of the program team, this individual is specifically responsible for planning, implementing, evaluating and maintaining new educational programs in targeted communities. These health education and wellness programs will be designed to accomplish the organizational goals and objectives as directed by the Program Director of Education. He or she will also seek to identify strategic opportunities to advance the mission and vision of the organization as well as seek partnerships with others, creating a welcoming environment for participants and making CSNI more effective and efficient in how it accomplishes its mission and goals.

ESSENTIAL FUNCTION: Provide leadership in engaging priority populations and potential partners to determine goals and objectives for new locations for program delivery particularly in southeast Fort Wayne and the surrounding counties.

- Support the Director of Development in seeking funding opportunities for priority populations

ESSENTIAL FUNCTION: Develop a sustainable plan for recruiting and managing facilitators and or volunteers to present health and wellness programs across the region with a particular focus on southeast Fort Wayne and the surrounding counties.

- Seek and recruit qualified facilitators within targeted communities
- Ensure all program facilitators possess necessary training and subject matter knowledge and skills

ESSENTIAL FUNCTION: Implement an assessment process for all education and wellness programs

- Monitor key benchmarks for outcome comparison
- Make recommendations to Program Director Education as appropriate

ESSENTIAL FUNCTION: Identify key communication vehicles to promote cancer education and wellness sessions

- Maintain a working knowledge of formal and informal networks in targeted populations

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have a passion for education and information and a desire to learn new things
- Able to understand a need and create appropriate programming to meet that need
- Excellent oral and written communication skills
- Must be able to deal tactfully and work harmoniously with clients, visitors, the general public, related organizations and/or affiliations, and personnel

- Must be able to handle difficult individuals in a courteous manner
- Must have personal integrity and a demonstrated sense of humor
- Must be able to maintain confidences
- Must be prepared to interact with funders and donors as needed to secure agency support
- Knowledge and experience with Microsoft Office products, experience with Salesforce, graphics software and website platforms helpful

MINIMUM QUALIFICATIONS:

- Bachelor's degree preferred
- Experience working with diverse populations
- Must have a current, active driver's license and reliable transportation.
- Ability to spend 40% of work time traveling.