

HARI	POSITION DESCRIPTION	August 2018
TITLE: Coalition Coordinator	REPORTS TO: Partnership to Reduce Cancer in Rhode Island	

Summary:

The Partnership to Reduce Cancer in Rhode Island (PRCRI) is looking for a highly motivated, enthusiastic, and organized individual to assist the Partnership in coordinating activities. The individual will be expected to engage coalition members in the work of PRCRI and will serve as a liaison to the Rhode Island Department of Health (RIDOH). As the face of the coalition, the individual will need to be outgoing, well spoken, and capable of working independently. The individual will be tasked with managing the coalition’s websites, listservs and social media pages.

PRCRI is a broad-based coalition of partners whose activities are focused on reaching our ultimate goal: reducing the burden of cancer in Rhode Island. PRCRI is a growing network of groups and individuals that speaks with one voice about reducing cancer risk, detecting cancers earlier, creating better access to quality cancer treatment, and improving the quality of life for cancer survivors.

ACCOUNTABILITIES

1. Serve as the main point of contact for the coalition.
2. Maintain PRC records (membership roster, meeting minutes, plans, reports, evaluations).
3. Manage coalition websites, listservs, and social media pages.
4. Purchase materials and services, track expenditures.
5. Organize, setup, attend, and breakdown of coalition related meetings and yearly Summit.
6. Edit and disseminate a newsletter.
7. Write brief reports.
8. Conduct ongoing outreach to organizations and individuals to increase participation in coalition committees.
9. Recruit new members to maintain, expand and diversify coalition membership.

Skill requirements

- Strong written and verbal communication skills, diplomacy and attention to detail.
- Ability to work with limited supervision. Strong clerical skills.
- Proficiency in Microsoft Office programs including but not limited to Excel, Power Point, Word and Publisher.
- Valid driver’s license and reliable transportation.
- Ability to work occasional evenings and weekends.

QUALIFICATIONS

Education: Associate’s or bachelor’s degree in a related field. Health related degree preferred.