



<b>Volunteer Position Name</b>	<b>Program Manager, Community Learning</b>
<b>Direct Supervisor</b>	<b>Jasmine Souers, President and CEO</b>
<b>Department</b>	<b>Innovation through Collaboration</b>

## Organization Mission

The Missing Pink Breast Cancer Alliance connects change agents to improve the lives of people of color affected by breast cancer. We harness the power of patient advocacy and support and innovation through collaboration to eliminate barriers to quality healthcare, increase patient advocacy, and improve quality of life.

### Our Mission

The Missing Pink Breast Cancer Alliance aims to improve the lives of people of color affected by breast cancer.

### Our Vision

A breast cancer community that works collaboratively in the pursuit of health equity to better serve and support people of color.

### Our Values

At The Missing Pink Breast Cancer Alliance, we believe in:

- Innovation and the power of possibility
- Collaboration rooted in integrity, sustainability and goodwill
- Representation guided by diversity, equity and inclusion



## Purpose of Position

The Community Learning Program Manager is a passionate, tech savvy connector of problem solvers and changemakers. This new position supports the professional development and programmatic improvement of alliance members through group facilitation and works collaboratively to create training resources and learning opportunities.

## Key Tasks and Responsibilities

- Facilitates TheLinkUp: Community Learning Exchange with alliance members
- Develops resources, webinars, and e-learning opportunities for alliance members
- Works with community partners to educate alliance members on aligned legislative advocacy opportunities
- Work closely with CEO, cross-functional teams, and assigned project managers to plan and develop project scope, deliverables, required resources, work plan, budget, and timing for new initiatives.

## Skills and Qualifications

- Comfortable in fast-paced, start-up style environments
- Strong desire to learn new skills and excellent problem-solving ability
- Must have great communication and presentation skills, experience facilitating group discussions is a plus
- Must work well independently and with team members.
- Excellent knowledge of MS Office programs, Google Workspace; and virtual conference platforms.



## Setting and Schedule

This position is remote and will require approximately 10 hours a week. Typical work schedule is Monday - Thursday; however, evening and weekend team meetings may be required.

## Training and supervision

This position is for a creative trailblazer, looking to use their experiences to lay the groundwork for a game-changing organization. While we will provide materials about our organization, an organization orientation and training on organization technology, we will work closely together to understand the needs and requirements to help this new position be successful in every way.

## Screening

Volunteers are subject to a criminal background check.

This description does not contain a comprehensive inventory of all responsibilities and qualifications required of all team members assigned to this position. It is intended to describe the key elements relative to each section. Duties and/or requirements of this position may be modified, added or deleted at any time. This supersedes all descriptions previously written for the same position. Unique equivalent skills and experience may possibly substitute for required position requirements.

The Missing Pink Breast Cancer Alliance is an Equal Opportunity Employer.