



Cancer Support Community Delaware
Job Description: Program Assistant

Reports to:

Program Director

Overall Function:

The Program Assistant assists the Program Director, assists in the onboarding of new participants, facilitates support groups, coordinates programming, and assists in administration of programs and services.

Status: Part-time, 24 hours/week, with potential for growth.

Administrative and Data Responsibilities

- Answers the phone, greets visitors, and gives tours.
- Attends weekly staff meeting, program meeting, and other required meetings as needed.
- Assists in logistics of running programming, data collection and reporting for programs.
- Performs additional tasks as assigned to support organizational objectives.

Program Responsibilities

- Speaks with potential new participants by phone, email, or in person about resources and services we offer.
- Assists new participants with program engagement, including collecting paperwork, entering participant into database, conducting regular Welcome Meetings, and making follow-up calls to new participants.
- Assists in the day-to-day running of programs in the CSCDE offices in New Castle County, Middletown and Kent County. Will work in-person at Middletown and/or Dover offices as agreed upon with Program Director.
- Facilitates Support Groups as needed and creates new programs with the Program Director.
- Assists in the creation and review of weekly email blast, monthly calendar, and other program communications to participants.
- Assist with the implementation of the Incyte Cancer Care Assistance Fund, including preparing applications for review, participating on review committee, reaching out to applicants after funds are awarded, and any other administrative tasks needed.
- Helps generate monthly program statistical reports, including ADAPT.
- Other duties as assigned.

Qualifications

- Master's level college degree in social work or counseling, along with current DE state licensure.
- Experience in a nonprofit setting, with group counseling experience preferred.
- Has a passion for the mission of Cancer Support Community Delaware and is committed to working as a team member in a therapeutic community.
- Ability to work in an organized manner within established procedures, manage working independently, perform multiple tasks, and use good judgment in making day-to-day decisions.
- Strong organizational, interpersonal and written communication skills.
- Strong technology skills in understanding and using Zoom, Outlook, Excel, Constant Contact and other online platforms.
- Able to create, understand and follow non-profit budget.
- Ability to work in a varied and flexible schedule, including evenings.
- Have reliable transportation for in-person work at various locations in the State of Delaware.

To apply: Please send letter of interest and resume to Erika Narducci, enarducci@cscde.org