



# A Breath of Hope

## LUNG CANCER FOUNDATION

### **Program Coordinator**

Location: Twin Cities, MN | Status: Full-time, hybrid | Salary range: \$50,000-\$60,000

Reports to: Patient & Community Outreach Manager

*How many people can answer the question, "What do you do for a living?" with the answer, "I save lives." At A Breath of Hope, you work each day on making our mission a reality: to save lives by advancing lung cancer research, education and support.*

### **Summary**

A Breath of Hope Lung Cancer Foundation seeks a compassionate and organized **Program Coordinator** to serve lung cancer patients, survivors, caregivers, and families. This role is pivotal in connecting individuals to vital resources, coordinating education and support programs, and fostering relationships with healthcare providers and volunteers. The ideal candidate is a skilled communicator, empathetic listener, and detail-oriented administrator who thrives in a mission-driven environment.

### **Key Responsibilities**

#### *Patient & Family Support*

- Respond to patient, caregiver, and family inquiries and referrals within 24 hours during business hours
- Connect individuals to appropriate support services, including transportation, companionship, and emotional support
- Maintain confidentiality and sensitivity in all communications

#### *Education & Support Program Coordination*

- Schedule and manage support groups and educational sessions
- Recruit, onboard, and coordinate volunteers and contractors
- Occasionally moderate support groups or events as needed
- Collaborate with communications staff to promote programs and raise awareness

### *Healthcare Liaison*

- Build and maintain relationships with hospital staff, including nurses, social workers, and nurse navigators
- Promote ABOH services within healthcare settings and ensure smooth referral processes
- Attend tabling and speaking events to educate the public and healthcare professionals as assigned by supervisor

### *Administrative & Program Management*

- Track patient and volunteer schedules, program participation, and feedback
- Implement evaluation tools to measure program impact and improve services
- Ensure compliance with safety procedures and organizational policies

### **Qualifications**

- Bachelor's degree in Social Work, Volunteer Administration, Public Health, or related field (preferred)
- 2+ years of experience in patient services, volunteer coordination, or nonprofit program management
- Strong organizational and administrative skills
- Excellent interpersonal and communication abilities
- Ability to work flexible hours, including evening and weekend meetings
- Passion for supporting individuals affected by lung cancer

### **Bonus Skills**

- Experience moderating support groups or facilitating educational workshops
- Familiarity with CRM or volunteer management software
- Bilingual or multilingual abilities

### **Benefits**

- A Breath of Hope Lung Cancer Foundation offers competitive salaries, a medical stipend, generous PTO, a hybrid and flexible work environment, and retirement benefits.

This is an important team role during a time of unprecedented growth. Interested candidates should email a cover letter and resume Kelly Pulford at [kelly@abreathofhope.org](mailto:kelly@abreathofhope.org).