



POSITION DESCRIPTION

TITLE: Program Coordinator
CLASSIFICATION: Non-Exempt, Full-Time
REPORTS TO: Emergency Financial Assistance Director
DATE REVISED: February 6, 2017

SUMMARY: Assist in the coordination of Angel Foundation's two mission-based programs: Emergency Financial Assistance (EFA) and Facing Cancer Together (FCT). Duties include, but are not limited to, answering of Angel Foundation's main telephone line, data entry and management, recordkeeping, reporting, and office management. Daily interactions with program participants and healthcare team providing referrals, support, and information.

KEY RESPONSIBILITIES:

- Provide administrative support to EFA and FCT teams as requested.
- Responsible for data entry, recordkeeping, and reporting of EFA and FCT programs.
- Answer Angel Foundation's main telephone line in a professional and courteous manner.
- Process patient financial assistance grant applications and grant requests in a timely manner.
- Regularly attend and/or facilitate FCT programs.
- Conduct informational meetings for social workers or other members of the health care community in order to explain EFA and FCT programs.
- Participate in community events or special exhibit opportunities as needed.
- Act as an organizational representative within the health care, oncology, and social work community.
- Perform other job-related responsibilities as requested.

QUALIFICATIONS:

- Bachelor's degree; degree or experience in social work, child life, education, business, or related field(s) preferred.
- Previous experience in nonprofit or health care related environment with demonstrated positive results.
- Ability to communicate effectively in written and oral forms with all key stakeholders and constituents including public speaking and presentations.
- Able to anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to work occasional evenings and weekends.
- Excellent administrative and organizational skills with strong attention to detail.
- Energetic professional team player with ability to focus on details yet remain flexible.
- High level of comfort in working with individuals and families during times of crisis.
- Strong interpersonal skills.
- Strong financial acumen.
- Program facilitation experience is preferred.
- Proficient in MS Office software and database software.
- Maintain confidentiality in all aspects of the job.
- Passionate commitment to the mission of Angel Foundation.

HOW TO APPLY:

Email resume, cover letter, and salary requirements to Jennifer Kielas at jkielas@mnangel.org.