



The Jewish Community Center has a part time opening for a **Sharsheret Supports Assistant Coordinator** to join our team. This part time position is expected to require 10 hours per week and involves time both spent in the office and out in the community.

**Sharsheret Supports** is a collaborative project of **Nishmah** and the national Sharsheret organization. Sharsheret, Hebrew for “chain,” is a national not-for-profit organization supporting young women and their families, of all Jewish backgrounds, facing breast cancer. Sharsheret Supports combines the spirit of Nishmah and the mission of Sharsheret to offer support in the St. Louis Jewish community to survivors and women who have been diagnosed with breast cancer or at increased genetic risk, by fostering culturally relevant individualized connections with networks of peers, health professionals and related resources.

**Responsibilities:**

- Works together with Sharsheret Supports Coordinator to coordinate and implement Nishmah’s strategy for Sharsheret Support with lay committee.
- Serve as community resource and educator on the issue of increased risk of breast and other related cancers among Ashkenazi Jews. Develop and grow our ambassador program to reach out into the Jewish community to educate about the genetic risk for breast cancer in Ashkenazi Jews.
- Represent Nishmah and Sharsheret Supports in the community
- Grow our peer connect program to pair local women with other local women in similar situations.
- Together with our Marketing department, develop and implement a comprehensive marketing plan using social media for local Sharsheret Supports programming.
- Refer women and families to Sharsheret’s national programs, including Sharsheret’s national peer support network, for additional support when appropriate.
- Attend supervision as needed with supervisor.
- Communicate concerns to supervisor, as well as any significant communication with community members.
- Other duties as requested by supervisor.

**Qualifications:**

- High school diploma/GED is required.
- Bachelors or Masters Preferred. Medical Education or Experience and/or Jewish Educational background experience preferred.
- Prior experience in outreach, building community and advocating is recommended.
- Passionate about Breast and other Cancer Awareness and support is a plus.
- Ability to relate to and communicate with others in community including women with breast cancer or increased risk of breast cancer as well as to representatives of the St. Louis medical community.
- Excellent written and verbal communication skills.
- Demonstrated ability to manage projects from conception to completion is required.
- Must be a problem solver, independent worker, and one who takes the initiative
- Must be proficient in the use of Microsoft Office (Outlook, Word, Excel, PowerPoint) and social media platforms.

To learn more about Nishmah and the J, please see our website, [www.jccstl.org](http://www.jccstl.org)

To apply, please submit your cover letter, resume and completed J application to [careers@jccstl.org](mailto:careers@jccstl.org) . Please be sure to indicate the title of the position you are applying for in the subject line of your email. Our application is available for printing from the employment section of our website. Please note this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E Verify program.