

Job Title: Program Manager, UCF Navigation & Survivorship Center
Reports to: President & CEO

Our Promise

- No young adult faces cancer alone
- We help you get active in the fight against cancer
- You will have access to the resources necessary to thrive when facing cancer

Our Mission

We enhance lives by supporting, educating and connecting young adults, and their loved ones, affected by cancer.

Your Responsibilities in Our Mission

The UCF will be launching a Navigation & Survivorship Center out of its Baltimore offices to better serve the needs of patients, survivors and families reached by the organization. The Program Manager of the UCF Navigation & Survivorship Center will be responsible for the design and implementation of this Center and the coordination of its activities with existing UCF navigation and survivorship programs. In addition to collaborating with existing programs and staff, this position will create new programmatic offerings that will help the organization better serve patients and survivors both in our local community and across the country. This position will be instrumental in enhancing the way we support, educate, connect and empower patients, survivors and families, we work with, that are affected by cancer.

Specific position duties include:

- Identification and creation of new patient and survivor services including but not limited to: face-to-face networking & support groups, on-line support groups, peer connection/mentor program, informational and video webinars and UCF/young adult fact sheets.
- Create and manage new and existing partnerships with local, regional and national resources and partner organizations.
- New client case management for all patient requests received at UCF HQ's that are not being covered by on-site navigators (i.e. any client contacts that aren't being treated at one of our navigation site centers.) Referral channels include website, toll-free hotline and internal and external referrals.
- Create and implement process for patients and survivors being referred into UCF to benefit from and/or get involved in all UCF programs.

Cancer Changes Lives... SO DO WE!

Baltimore City

921 E. Fort Ave
Suite 325
Baltimore, MD 21230

Howard County

6310 Stevens Forest Rd
Suite 210
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Contact Us

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ulmancancerfund.org
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- Develop centralized data collection process for navigation and survivorship programs. Includes data being gathered from navigation sites and survivorships/patient support programs run out of UCF HQ's. Collect and develop program impact reports for internal and external uses.
- Continual identification and coordination of local and national resources for young adults and families. Serve as topic expert in this area for organization.
- Content manager (creation and updating) for program related website pages.
- Serve as liaison between on-site navigators in cancer centers and UCF staff and leadership.

Essential Skills:

- Able to multi-task
- Leadership skills
- Understanding of program development and evaluation
- Management experience - program and personnel
- Budgeting experience
- Verbal and written communication skills are critical
- Able to work both independently and in group settings
- Understanding of mission, programs of organization and local and national cancer space

Educational requirements, credentials or licenses required:

High School Degree: Required

College Degree: Required

Masters Degree: Preferred

Social Work, Public Health, Nursing Degree: Preferred

Professional Experience in: creating and managing programs, working with clinical staff, data collection and program evaluation.

**Interested candidates should submit a resume and cover letter to
Rachel Wiederhold at Rachel@ulmanfund.org**

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