



PROGRAMS & COMMUNITY COORDINATOR

Want to make cancer suck less and actually enjoy doing it? Stupid Cancer is looking to fill the open role of Programs and Community Coordinator with someone who is organized, outgoing, and wildly efficient to join our small but mighty team.

Reporting to the Program Manager, you will tackle a dynamic mix of programmatic, administrative, and community-facing initiatives. If you are a collaborative problem-solver with stellar communication skills and a passion for making programs run like clockwork, we want you on our team.

Stupid Cancer is the leader in adolescent and young adult (AYA ages 15 - 39) cancer support, education, and advocacy. Since 2007, Stupid Cancer has provided a lifeline of support, community, and resources of the AYA cancer community. Our vision is that everyone affected by AYA cancer can *Get Busy Living*.

The Stupid Cancer team reports to our New York City headquarters at least 2 days a week. Therefore, only candidates in the NYC area will be considered.

RESPONSIBILITIES

Community Engagement & Support

- Develop and strengthen strong relationships with community members and nonprofit partners to foster continued growth in program participation.
- Support the planning and implementation of Stupid Cancer's core programs including, but not limited to, Meetups, Stupid Cancer Stories, and CancerCon.
- Recruit, train, and support in the management of program participants and volunteers across various initiatives, including Meetup Hosts, to facilitate impactful community spaces.
- Serve as a primary point of contact for all community member inquiries.
- Represent Stupid Cancer professionally at virtual and in-person programs including CancerCon, industry conferences, and networking events as needed (includes occasional evening and weekend commitments).

Administrative & Operational Efficiencies

- Provide comprehensive administrative and operational support across all Stupid Cancer programs and events.
- Build, manage, and track all programmatic events within Cvent (the organization's event management and registration platform) and Neon (the organization's CRM) to ensure seamless cross-departmental coordination.
- Maintain and systematically update the organizational program calendar, ensuring all events are accurately published on the Stupid Cancer Calendar of Events webpage in a timely manner.

Communications Support

- Partner closely with the Communications Manager to support the drafting of programmatic email marketing, social media campaign content, website updates, and overall digital/printed asset creation, with training provided on specific platforms as necessary.

- Monitor the organization's social media channels, engaging authentically with followers to foster a vibrant online community.

Other Duties

- Fulfill additional duties and special projects as assigned.
- Actively collaborate across all departments to ensure alignment on projects and initiatives.
- Occasional program implementation on evenings and weekends.

QUALIFICATIONS & SKILLS

- Four-year college degree (or equivalent combination of education and experience).
- Excellent communication and customer service skills (email, phone, and face-to-face).
- Strong organizational skills with a keen eye for detail.
- Ability to juggle multiple priorities simultaneously and take initiative on new tasks.
- Prior experience building relationships with diverse groups of people and managing volunteers.
- Proficiency with Microsoft Office, Google Suite, and standard social media channels.
- Legally eligible to work in the United States; no sponsorship provided.
- Two years of related professional experience preferred.
- Experience with WordPress and Mail Chimp preferred.
- Experience with Canva Preferred.
- Familiarity with the AYA Cancer community preferred.

The salary range for this full-time, non-exempt position is \$45,000 - \$50,000. Eligible to participate in Stupid Cancer's comprehensive benefits program including Medical, Dental, Life and Disability Insurance, a 401K matching Plan, and more.

To apply, submit your cover letter and resume via [this application form](#). *Applications without a cover letter or resume will not be considered. Applicants will be reviewed on a rolling basis until this position is filled.

Americans with Disability Specifications: Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee must occasionally lift and/or move up to 20 pounds.

Equal Employment Opportunity

Stupid Cancer believes in providing equal employment opportunity and does not discriminate against its employees or applicants because of race (including traits historically associated with race), color, religion, sex, disability, genetic information, reproductive health decision making, predisposition or carrier status, national origin, ancestry, age, marital status, familial status, sexual orientation, gender identity or expression, military status, domestic violence victim status, or any other class or status protected by applicable law.

Equal employment opportunities will be extended to all persons in all aspects of the employer-employee relationship, including, but not limited to, recruitment, testing/selection, hiring, orientation, training, placement, employee development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, employee facilities, termination, and retirement.

Applicants for employment will be evaluated, and employees will be promoted on the basis of qualifications to meet the requirements of the position and ability to perform in a satisfactory manner.