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## Project Coordinator

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*The Nevada Cancer Coalition is seeking a dynamic, responsible Project Coordinator to join our small, but mighty team. The ideal candidate will have a passion for cancer prevention and control; a spirit for coordinating diverse teams of people; and the drive to make positive changes in our state. Current projects include breast cancer, teen tobacco prevention and smoke-free meetings.*

### **Position Summary:**

Reporting to the Executive Director, the Project Coordinator is responsible for the development, implementation and coordination of projects and initiatives relative to the strategic direction of Nevada Cancer Coalition. This position will build relationships with key stakeholders/relevant constituents to each project, identify and manage project resources, reporting, and budget.

### **Qualifications:**

- Bachelor's Degree in public health, health care, communications, business or related field
- Project/program development, implementation and management experience
- Budget development and management experience preferred

### **Essential Functions:**

- Develop and coordinate projects and initiatives designed to further cancer prevention and control in Nevada
- Coordinate committees and workgroups as assigned
- Coordinate participation and collaboration of key stakeholders and partners including management of meetings and work sessions, communication, and reporting
- Identify appropriate evidence-based strategies for each project and initiative and coordinate implementation
- Maintain a working knowledge of significant developments and trends in the fields of cancer control and public health
- Serve as key point person on assigned projects and initiatives
- Participate in Coalition Board of Directors and committee meetings, annual conference and event planning, and work closely with Executive Director and Communications Director as needed

### **Knowledge and Skills:**

- Good interpersonal and communication skills
- Utilization of audio-visual equipment, computer and appropriate standard software packages
- Must possess the ability to organize and conduct meetings
- Ability to follow through on assigned tasks with limited supervision
- Excellent time management and organizational skills

### **Additional Information:**

Pay rate dependent upon qualifications and experience, includes paid time off and applicable benefits. Schedule is open for consideration. As NCC is a not-for-profit organization, all positions are dependent on continued grant funding. Periodic travel within the Reno/Sparks and outlying areas for meetings as needed, and to Las Vegas on occasion.

### **Please send resumes to:**

Cari Herington, Executive Director  
Nevada Cancer Coalition  
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Reno, NV 89502  
[cari@nevadacancercoalition.org](mailto:cari@nevadacancercoalition.org)