JOB TITLE: Field Coordinator

REPORTS TO: Director of Medical Outreach

SUPERVISES: None

BUDGET RESPONSIBILITIES: None

CLASSIFICATION: EXEMPT

SUMMARY STATEMENT:

Responsible for serving as the Lung Cancer Alliance representative to the Kentucky Lung Cancer Survivorship Program (three components include provider education, survivorship care and prevention and early detection) and to assist in replication of this program in other states.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain active leadership role on the Kentucky Lung Cancer Survivorship Program, working with them to ensure timely execution of LCA deliverables on the project.
- Work with the volunteer leadership of the LCA Kentuckiana Chapter and Director of Medical Outreach to assist with all Kentucky requests.
- Build relationships with the various partners and stakeholders, working with local community organizations/grassroots groups to ensure broad representation.
- Coordinate with appropriate DC staff to provide technical assistance, support and full complement of resources to each major institution and community based hospital system in Kentucky initiating or enhancing lung cancer programs to adhere to best practices and sharing lessons learned.
- Assist in referring partners, patients and those at risk needing psychosocial support to appropriate staff at the DC office.
- Work with the Marketing Team to conduct a targeted public health education campaign on risk and screening in key Kentucky markets.
- Assist the Director of Medical Outreach in developing a more robust review and monitoring process for lung cancer screening programs in
Centers of Excellence, incorporating lessons learned in the National Framework.

- Work with the Director of Medical Outreach and partners to produce a comprehensive set of resources for lung cancer screening programs.
- Perform other duties as assigned.

**SKILLS**

- Demonstrated ability to establish relationships and conduct grassroots community outreach.
- Must have excellent written and oral communication skills.
- Must be a highly motivated self-starter.
- Possess sensitivity to local community needs.
- Able to think critically, strategically and work in fast-paced environment.
- Must be able to work well under pressure – meet deadlines.
- Must be agile, able to multi-task and react quickly to unanticipated events.
- Work well with others – be a team player – and understand supporting role critical analysis plays in others’ assignments.

**QUALIFICATIONS**

- Commitment to LCA’s mission.
- Minimum of 5 years professional experience in program management within the field of public health and/or clinical health.

**SALARY & COMPENSATION**

- Salary is commensurate with experience.
- Generous benefits package included.
- LCA is an equal opportunity employer.

Please send cover letter, resume, salary requirements and writing sample to Lung Cancer Alliance through email, jobs@lungcanceralliance.org.

**Lung Cancer Alliance** is the leading organization dedicated to saving lives and advancing research by empowering those living with and at risk for lung cancer.

For more information, please visit our award winning website at [www.lungcanceralliance.org](http://www.lungcanceralliance.org)