



## Program Associate

### About WCRC:

The Women's Cancer Resource Center (WCRC) has been serving the San Francisco East Bay Area since 1986, primarily clients in Alameda and Contra Costa Counties. More than 80% of our clients are people of color, and 67% are low-income.

WCRC staff have long observed that cancer is not the greatest concern for the low-income and systematically marginalized individuals we serve. Limited access to primary health care, inadequate health services and financial resources, language and cultural barriers, racism, and mistrust of medical systems contribute to late diagnosis and earlier death, especially for African American, Latinx, and other groups of low-income people diagnosed with cancer. WCRC provides a set of comprehensive, coordinated services that include cancer navigation, financial assistance, peer support, wellness programs, and referrals to wraparound services to mitigate these problems for people with limited access to essential, life-giving care.

As a highly committed, equity-focused organization, advancing equity in cancer support and reducing disparities at every stage are our fundamental goals. Our diverse and highly skilled staff team is committed to cultural humility and is made up of people who represent the communities we serve. We work to ensure that our clients feel seen, heard, and supported through their cancer experience.

### The Job:

WCRC is seeking an experienced, reliable, well-organized and efficient Program Associate to ensure the smooth functioning of the office and support our organization's mission and programs. This is a full-time (35 hours per week), non-exempt position, with some evening and weekends required, and this position reports to the Program Administrator. This position is office-based in Berkeley, California.

### Responsibilities:

- Administrative – Supports the day-to-day administrative functions of the office including maintenance and oversight of supplies, furniture, machinery, and all office spaces; supervises help desk volunteers, provides back up phone support, responds to emails, handles mail
- Facilities –Serves as the primary contact in facility matters, including repairs, maintenance, and security; resolves issues in a timely manner with the Administrative Director/Executive Director; maintains inventories of office equipment and keys; liaison with Information Technology Contractor (as needed)
- Program Policies and Procedures – Supports the Program Administrator in maintaining documentation of program policies and procedures to help ensure that WCRC operates in compliance with relevant laws, regulations, and internal policies, and also makes sure that staff members are aware of and adhere to them
- Financial Administration – Logs all incoming check donations into check log to support Development and Finance departments; working closely with the Community Engagement Director/Client Support Clinician, supports the processing of grant payments to clients through WCRC's financial assistance grant program

- Client Engagement – Conducts intakes with all new prospective clients; listens and understands the client needs; refers client to internal WCRC programs, or external resources, as needed; follows up with clients after thirty days if they have not accessed WCRC’s programs
- Other duties as assigned

**Qualifications:**

- Two (2) to four (4) years related experience required; administrative and/or nonprofit experience preferred
- Bilingual English/Spanish strongly desired, Bicultural preferred
- Excellent written, verbal and interpersonal communication skills; ability to communicate clearly and succinctly with consideration to various audiences
- Experience working with the following MS Office 365 Suite applications: Word, Excel, Outlook, TEAMS, SharePoint. Proficiency with mail merges and calendaring required. Eager to learn and assist the organization in adopting new technologies
- Goal-oriented and highly organized self-starter who maintains high standards for their own work and the work of others
- Strong collaborator who works well independently or on team projects
- Experience in working with volunteers
- High level of initiative and exceptional problem-solving skills
- Passionate personal commitment to health equity and social change
- Sensitivity and comfort working in a culturally diverse environment (e.g., race, ethnicity, socio-economic status, sexual orientation, gender identity, physical ability, religious/spiritual affiliation) and with a variety of community partners
- Understands the practice of cultural humility and how this applies to the organization’s service delivery and culture

**Physical Requirements:**

While performing the duties of this job, the employee is frequently required to stand, walk and sit. The employee must occasionally lift and/or move up to 25 pounds. There will be local travel required and some evening and weekend work. Requires eye-hand coordination and manual dexterity sufficient to operate office equipment; prolonged sitting, some bending, stooping, and stretching. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports. Primary work hours will be between 9:00am – 4:30pm, Monday – Friday.

WCRC reserves the right to assign or reassign duties and responsibilities of this job at any time based on the needs of the organization.

Compensation: \$27.50 - \$30.00 per hour, depending on experience, plus benefits. This is a full-time (35 hours per week), non-exempt position. WCRC offers a generous benefits package, which includes 100% coverage of medical, dental and vision; a SIMPLE IRA retirement plan, with 2% of salary employer contribution; long-term disability; vacation and sick time; and thirteen paid agency holidays and a floating holiday for your birthday. This position is office-based in Berkeley, California.

**How to Apply:**

Please complete our [Job Application form](#), and address a cover letter and a resume by email to [jobs@wrc.org](mailto:jobs@wrc.org), or by mail to "Human Resources" WCRC, 2908 Ellsworth Street, Berkeley, CA 94705. No calls, please.

WCRC values and specifically seeks applicants who are people of color, women, queer, transgender, gender non-conforming, and/or gender fluid people. We value and specifically seek applicants who thrive in the pursuit of social justice and have a passion for addressing health disparities and inequities.

WCRC does not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, national origin, ancestry, age, size, sex, sexual orientation, gender, gender identity, familial status, veteran status, disability, AIDS/HIV status, medical condition, prior conviction, or any other characteristic protected by law.

Position open until filled.