

**Job Title:** Community Educator & Special Events Coordinator  
**Reports To:** BCFF Executive Director  
**FLSA Status:** Full Time, Salary Exempt



## Role Summary

Reporting to the Executive Director, the Community Educator role is primarily responsible for scheduling and executing BCFF's cancer awareness/prevention presentations in the schools and community. In addition to the education program, this role is responsible for coordinating community involvement through fundraising events and activities that promote the mission of healthy cancer-free living.

## Essential Duties and Responsibilities

- Provides educational presentations that inspire people in the community to lead cancer-free healthy lifestyles. Activities include promoting health discussions and cancer awareness in classrooms and the community, delivering the presentations, and promoting the educational programs within the schools.
- Manage school scheduling, calendars, outreach, etc.
- Expand the footprint of the organization by developing new educational opportunities and community events/fundraisers (Fundraising events, Community Give Back Nights, Pink Games, Workshops, etc.).
- Be a key contributor for leading October Fundraising events
- Attend BCFF Events, Fairs, Expos, Farmer's Markets, Etc.
- Coordinate raffle, special events, fundraising initiatives, etc.
- Attend Monthly Educator Calls to collaborate and share ideas.
- Support organization's goals and values.
- Other duties as assigned

## Working Conditions

- 40-45 hours weekly. Start and end times very based on school hours and events. Core hours M-F 8am-4pm
- Attend core BCFF weekend events.
- Current driver's license required, ability to demonstrate a clean driving record, and provide proof of insurance
- Must be able to travel, generally within a 60-mile radius.
- May occasionally lift and/or move up to 40 pounds.
- Typical Work Cycle:
  - September – June: Primary focus is classroom presentations and community education
  - June-September: Primary focus is fundraising events & programs to bring community engagement

## Position Qualifications

### Education and/or Experience

- High School Diploma or equivalent
- Experience presenting in front of a class room or small groups
- Knowledge of health, nutrition, and cancer awareness preferred.
- Experience with non-profit related work preferred.

### Required Skills and Abilities

- Demonstrates a passion for the foundation's vision and mission.
- Comfortable and effective when presenting educational information to various groups and students.
- Strong Microsoft Office skills, including power point and excel
- Demonstrates competencies include interpersonal, oral and written communication, respect and sensitivity for cultural differences, cost consciousness, adaptability, initiative, innovation, and ethical.
- Excellent communication skills both verbal and written.
- Demonstrates commitment to high professional and ethical standards

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Prepared By:** Diane Gaywont, Executive Director  
**Prepared Date:** April 2019  
**Approved By:**  
**Approved Date:**