

**Gilda's Club Chicago
Bilingual Program Coordinator
Position Description**

Position Summary

Gilda's Club Chicago's Bilingual Program Coordinator will coordinate the Wells Street Clubhouse activities for Latino individuals impacted by cancer. The individual will interface with Gilda's Club members, potential members, program staff, independent program contractors, volunteers, interns, and the professional community. Utilizing his/her clinical skills, the Bilingual Program Coordinator will provide a quality program in full compliance with the Cancer Support Community program philosophy. Reporting to the Program Director, the Bilingual Program Coordinator will work collaboratively throughout the organization to insure that program efforts are consistent with and supportive of Gilda's Club Chicago's overall strategic plan and vision. This position will require regular Saturday hours and one evening per week. Bilingual in Spanish and English required.

Primary Duties

- Serve as coordinator of Wells Street Clubhouse Latino activities to meet the needs of individuals and families impacted by cancer by developing and coordinating monthly programming
 - Facilitate support and networking groups within the Latino Program
 - Design, coordinate, and manage social and healthy lifestyle opportunities within the Latino Program: Spanish jewelry, knitting, nutrition, yoga, Fall Festival, Posada Navideña
- Oversee GCC internship program: maintain relationships with graduate schools, screen resumes and send to staff supervisors, update orientation materials
- Identify, recruit and engage professionals, interns and volunteers to assist with facilitating Latino programming and events
- Cultivate and implement new ideas for GCC programming and program promotion opportunities
- Coordinate Latino membership recruitment efforts in order to extend reach of services to a broader population
- Coordinate production and promotion of quarterly Latino calendar and work with Program Administrator to create and distribute e-blasts/flyers in Spanish to the Latino membership in order to increase participation
- Assess program effectiveness through development of participation measures; maintain accurate statistical and database records in accordance with Cancer Support Community policies

- Assess member satisfaction and identify barriers to involvement through annual membership survey

General Program Responsibilities

- Maintain ETO database and perform data entry and data updates
- Engage participants, administer Customized Membership Plans and perform new member follow-up calls (Spanish and English)
- Conduct Open to Options Decision Support Program (Spanish and English)
- Conduct GCC@School presentations on an as needed basis in Spanish
- Attend program supervision, individual supervision and staff meetings
- Assist in program outreach (Spanish and English), including public speaking
- Assist in the recruitment of professionals, members and volunteers for programming, lectures and workshops
- Participate in community activities and clubhouse functions

Education and Experience Requirements

- Mental health professional with knowledge of psychosocial oncology and/or related experience. Clinical licensure (LCPC, LCSW, LMFT, LSW, LPC) is preferred but not required.
- Minimum of two years post-graduate experience, including group facilitation, community outreach, and program development and management experience
- Bilingual in Spanish and English
- Knowledge of the local community, cancer support services and organizations
- Effective oral and written communicator
- Computer literacy

Personal Characteristics

- Demonstrated sensitivity, understanding and commitment to Gilda's Club Chicago's mission and excited about its growth and potential

- A good listener and problem solver
- A hard worker with a high energy level willing to work flexible hours
- A motivated self-starter of integrity who is committed to service and excellence
- A team player
- Emotionally mature and self-confident, with professional demeanor, sound judgment and a good sense of humor

Benefits and Application Process

GCC is committed to workplace diversity and inclusion. We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We offer competitive salaries, excellent benefits, and a pleasant work environment. Salary is based on a non-profit scale and commensurate with experience.

Benefits include major medical, long-term disability, life, workman's compensation and participation in a 401(k) plan

If you are interested, please send resume to:
Rachel Kennedy, Program Director
rachelkennedy@gildasclubchicago.org