



SAVING LIVES AND ADVANCING
RESEARCH BY EMPOWERING
THOSE LIVING WITH AND
AT RISK FOR LUNG CANCER.

LungCancerAlliance.org

1700 K Street NW, Ste 660
Washington, DC 20006

Position Description

Job Title	Centers of Excellence Coordinator
Reports to:	Senior Manager of Medical Outreach
Supervisory Responsibilities:	None
Budget Responsibilities:	None
Classification:	Non-exempt

Summary

In 2018, an estimated 234,000 people will be diagnosed in the US. At the same time, research breakthroughs have revolutionized the way lung cancer is diagnosed and treated, with early detection being implemented at the healthcare facility level across the country. With a network of almost 550 screening programs, the LCA Screening Centers of Excellence Network covers most major urban and suburban areas, with expansion continuing. The Centers of Excellence Coordinator will work closely with the Senior Manager of Medical Outreach who manages this network. The ideal candidate for this position is organized and detail-oriented.

Essential Duties:

- Track Screening Center of Excellence (SCOE) applications submissions, create approval certificates and ensure that web lists of centers are up-to-date. Ensure facility, contact and program information are updated in tracking documents on a regular basis.
- Research and outreach potential new screening centers with Centers of Excellence welcome email and network application.
- Work with Senior Manager of Medical Outreach to coordinate newsletter and other communications to network members.
- Respond to SCOE network member inquiries and route to appropriate staff for follow-up.
- Approve Screening Excellence Exchange (SEE) registrations, troubleshoot member access issues and assist with Network monitoring/facilitation to maximize member engagement.
- Other duties as assigned.

SKILLS/REQUIREMENTS

- Commitment to LCA’s mission and vision.
- Excellent verbal and written communication skills.
- Bachelor’s Degree required.
- At least two years of experience with project management.
- Strong relationship-building and interpersonal skills.
- Excellent coordination skills, including multitasking, setting priorities on work assignments and problem solving.
- Strong general computer skills, specifically using MS Office software.
- Ability to learn new technology quickly, including CRM software. Preference given to candidates with Raiser’s Edge and/or Salesforce experience.

SALARY & BENEFITS

- ❑ Salary is commensurate with experience.
- ❑ Generous benefits package included.
- ❑ Lung Cancer Alliance is an equal opportunity employer.

Please send cover letter, resume and salary requirements to Lung Cancer Alliance through email, jobs@lungcanceralliance.org , subject line “COE Coordinator”.

For more information, please visit: www.lungcanceralliance.org

