

We are looking for an experienced Community Engagement Coordinator to join the Cancer Council WA team and be part of our vision.

Who we are

At Cancer Council Western Australia we believe that every day is an opportunity to create a cancer free future. We work with our community to reduce the incidence and impact of cancer, every minute, every hour, every day. We do this through advocacy, research, prevention programs, and providing people affected by cancer with support.

Tell me more

We are seeking an experienced Coordinator to work within the Cancer Information and Support Services division and the Cancer Support Services team.

Reporting to the Community Support Services Manager you will be responsible for developing a structured project coordination approach to actively promote CCWA Cancer Information and Supportive Services to key community stakeholders.

Your other main responsibilities will include:

- Plan, implement and review promotional activities
- Identify, create and maintain connections with key stakeholders on matters of mutual interest and benefit in the promotion of CISS programs and services
- Using CCWA business systems, ensure an accurate record of stakeholders and stakeholder activity is maintained
- Ensure regular evaluation and reporting of the project and its activities is completed and make necessary changes to build its capacity
- Develop resources and promotional materials
- Represent CCWA at clinical and community events

Who are you?

To be successful in this role you will have the following key attributes:

- A tertiary qualification in a health related profession and 3+ years' experience in a program coordination role
- Exceptional interpersonal skills and ability to communicate effectively with a diverse audience
- Excellent computer literacy
- Strong verbal, interpersonal and written communication skills
- Proven organisational skills with strong attention to detail
- Ability to work autonomously as required; and as a cohesive, collaborative team member in the workplace environment.
- Demonstrated understanding of and commitment to the values of Cancer Council WA
- Ability to actively foster the development of a culture consistent with the values of Cancer Council WA
- Positive approach to the workplace and ability to be a supportive, collegial team member

Based in Subiaco, this position is part time (3 days per week).
In this role you will enjoy:

- Working amongst leaders in cancer support services
- A collaborative and supportive team culture
- Benefits of not-for-profit salary packaging and a meal entertainment card.

How to apply for this role

To submit your application in strict confidence, please include your résumé and a covering letter clearly outlining how your skills and experience match the key attributes of the role to careers@cancerwa.asn.au

With a Reflection RAP, and a commitment to “closing the gap” we encourage Aboriginal or Torres Strait Islander candidates to apply. Please state on your application if you identify as being Aboriginal or Torres Strait Islander.

There is no closing date for this position. We will commence the recruitment and selection process on receipt of your application.

Cancer Council WA is a not for profit, equal opportunity employer and operates a smoke free working environment.