



Facing Hereditary Cancer EMPOWERED

Job Title: Education Program Lead

Position: Full-time

Reports to: Executive Director

FORCE improves the lives of the millions of individuals and families facing hereditary cancers. Our core community includes people with a pathogenic or likely pathogenic variant linked to hereditary cancer risk.

We are seeking an Education Program Lead to manage the two-person education team and oversee the production, accuracy and accessibility of FORCE education and research content and programs. The ideal candidate would have a master's or doctoral degree in genetics or a related discipline and at least 5 years of experience providing clinical cancer genetics education or services to patients.

Responsibilities:

- Lead education and research team in the timely development of clear, culturally competent, plain language communication on hereditary cancer risk, and guideline-recommended options for screening, prevention, and treatment. This includes programs such as [eXamining the Relevance of Articles for You \(XRAY\)](#), brochures, research study listings, public policy updates, newsletters, brochures, presentations, the FORCE website education content, and other public-facing educational campaigns.
- Work with our webmaster and web development resources to keep our site updated.
- Manage projects and grant deliverables that include educational content.
- Work with FORCE Advisory Board to ensure content is accurate, relevant, and consistent with current evidence and/or guidelines.
- This position will require some travel for participation in professional conferences, meetings or events.

Competencies

The ideal candidate would have master's or doctoral degree in cancer genetics, with the following expertise:

- Strong writing skills.
- Strong project-management skills and experience to manage a team.

- Strong understanding of current practice guidelines in cancer genetics, prevention and detection and treatment.
- Strong command of the principles of patient education, including how to facilitate informed, shared decision-making between patients and providers.
- Strong understanding of research principles and statistics, ability to read and understand research study design, interpret research results, and communicate both in plain language.
- Ability to find, understand and communicate information on current cancer treatment and prevention guidelines.
- Comfortable and proficient in public speaking.

This position is completely virtual (from anywhere in the US.) The ideal candidate will be comfortable working with teams virtually. As a virtual organization, FORCE relies heavily on technology. The candidate should be comfortable with technology.

Compensation for this position is \$115,000-125,000. If this position aligns with your qualifications and you would like to be considered, email your cover letter and resume to careers@FacingOurRisk.org with the subject line: Education Program Lead.

Posted: March 2, 2026