



American Indian Cancer Foundation.

**TITLE:** Cancer Screening Program Manager

**FULL-TIME:** 40 hours per week

**FLSA STATUS:** Salaried/Exempt

**REPORTS TO:** Chief Executive Officer

**STARTING SALARY:** \$63K- \$75K DOQ

The American Indian Cancer Foundation (AICAF) is committed to reducing cancer burdens for American Indian and Alaska Native (AI/AN) people through improved access to prevention, early detection, treatment and survivor support. The CANCER SCREENING PROGRAM MANAGER will lead national efforts to develop and implement culturally-relevant clinical initiatives aimed to increase breast and cervical cancer screening and follow-up among urban AI/AN women. This position will lead a team to support increased cancer prevention and screening strategies to inform, support and strengthen partnerships through the development of resources, programs and services to improve cancer outcomes for AI/AN women on a national level.

**Responsibilities Include:**

- Take the lead role in the management of the CDC-funded, National Breast and Cervical Early Detection Program (NBCCEDP) with urban AI/AN clinics.
- Regular meetings with CEO and Management Team to support the development and implementation of organizational strategies, policies, and practices.
- Facilitate partnerships with AI/AN urban health organizations and other CDC-funded programs to advance AI/AN cancer screening initiatives.
- Manage program objectives throughout all phases: planning, recruitment, approvals, data collection, analysis, interpretation and dissemination.
- Manage and track progress according to the timeline and provide regular, timely updates to the team.
- Manage program budgets, work plans, reporting, and supervise program staff.
- Manage internal and external communications with multiple stakeholders.
- Develop and share information with multiple audiences through reports and presentations.
- Develop content for customized and culturally-tailored resources (training and tools).
- Communicate progress and potential issues with multiple stakeholders and provide strategic guidance in a collaborative, consultative, and positive manner.
- Work effectively as a member of the AICAF team through participation in broad AICAF initiatives.
- Complete other duties as assigned.

**Qualifications:**

- Minimum of a master's degree in public health, nursing, or a related field.
- Minimum of 5 years working with American Indian and Alaska Native people.
- Minimum of 2 years of managerial experience in a professional setting.
- Solid understanding of evidence-based strategies in cancer prevention and control.
- Solid understanding of clinical quality improvement strategies.
- Demonstrated project management experience (planning, tracking, and documenting project timelines, goals, evaluations, and budgets).
- Consistent ability to independently set and deliver outcomes in a fast-paced environment.
- Demonstrated decision-making and problem-solving techniques.
- Demonstrated work ethic, integrity and professional conduct.
- Must have excellent communication skills with demonstrated abilities in report writing and public speaking.
- Regular travel is required by air and car. Must have a current driver's license and proof of insurance.
- Abstinence from commercial tobacco and illegal drugs.
- Strong passion for the mission and vision of the organization.

*The AICAF mission is to eliminate cancer burdens on American Indian and Alaska Native people through prevention, early detection, treatment and survivor support. Find out more at [www.AICAF.org](http://www.AICAF.org) EOE/AA*

**Physical demands and work environment:**

- Frequently required to stand, walk, and sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry items less than 25 pounds
- Frequently required to operate office equipment including phone systems, printers, copiers, and paper shredder.

**Compensation Package:** Salary and generous fringe benefits package including paid vacation, holidays, sick leave, insurances (health, dental, short & long-term disability, life) and retirement with employer match.

**Disclaimer:** The organization reserves the right to change this job description at any time.

**To apply:** Submit a cover letter and CV/resume to [sblackhall@aicaf.org](mailto:sblackhall@aicaf.org). Find out more at [www.AICAF.org](http://www.AICAF.org)  
EOE/AA