TITLE: Evaluation Coordinator
REPORTS TO: Research Manager
PART-TIME: 32 hours per week
STARTING PAY: $20-$23/hour DOQ
FLSA STATUS: Non-exempt/hourly

The American Indian Cancer Foundation (AICAF) is committed to reducing cancer burdens for Indigenous people through improved access to prevention, early detection, treatment and survivor support. The EVALUATION COORDINATOR will work to support organizational strategies, policies and practices and pursue new funding opportunities that fit within the AICAF strategic vision. This position is responsible for the oversight of evaluation programs, and the development and management of program evaluation plans, and reporting requirements. This individual must have program evaluation and program planning experience with the capacity to independently set and deliver outcomes in a fast-paced environment. This is an excellent opportunity to work for a dynamic, high-energy organization.

Responsibilities Include:
- Establish and manage multiple program evaluation goals, deliverables, and timelines
- Identify and pursue new projects and funding opportunities that fit within AICAF strategic vision
- Lead evaluation efforts throughout all phases: planning, recruitment, approvals, data collection, analysis, interpretation and dissemination
- Communicate program evaluation progress and potential issues via regular, timely updates
- Manage internal and external communications with multiple stakeholders
- Develop customized and culturally-tailored evaluation resources (training and tools)
- Identify, develop and support responses to relevant cancer issues that relate to the AICAF mission
- Plan and disseminate findings to multiple audiences through reports, presentations, etc.
- Work effectively as a member of the AICAF team through participation in broad AICAF initiatives
- Complete other duties as assigned

Preferred Background and Skills:
- Bachelor’s degree (with 2+ yrs experience) or Masters degree (with 1+ yrs experience)
- Evaluation experience, coursework, and familiarity with relevant software
- Experience working with American Indian and Alaska Native health organizations or systems
- Self-motivated with ability to prioritize and carry out concurrent projects on deadline
- Consistent ability to set and deliver outcomes in a fast-paced environment
- Demonstrated decision-making and problem-solving techniques
- Persistent attention to detail, while maintaining an overall view
- Demonstrated statistical, analytic and conceptual skills
- Demonstrated work ethic, integrity and professional conduct
- Excellent communication skills and demonstrated abilities in report writing and public speaking
- Regular travel is required. Must have a current driver’s license and proof of insurance
- Strong passion for the mission, vision, and values of the organization
- Ability to promote and model a healthy lifestyle that is free from commercial tobacco and illegal drugs

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.

The AICAF mission is to eliminate cancer burdens on Indigenous people through improved access to prevention, early detection, treatment and survivor support. Find out more at www.AICAF.org EOE/AA
**Compensation Package:** Salary and generous fringe benefits package including paid time off, insurances (health, dental, disability, life) and 401(k) with employer match. Employees working .8 FTE receive prorated benefits.

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

**To apply:** Submit a cover letter and CV/resume to info@aicaf.org by 7/31/20. Find out more at www.aicaf.org/employment EOE/AA