



**TITLE:** Communications Coordinator  
**FULL-TIME:** 40 hours per week  
**FLSA STATUS:** Hourly/Non-exempt

**REPORTS TO:** Operations Director  
**STARTING PAY:** \$18-\$22/hour DOQ

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 COMMUNICATIONS COORDINATOR will provide support to the Communications team, helping to carry out all aspects of organizational communications using various strategies to effectively engage a national audience. The ideal candidate will have strong writing skills and experience in planning, creating, and disseminating media content across a variety of platforms. This is a great opportunity to join a growing team of professionals and contribute to the organization's growing media presence.

**Responsibilities Include:**

- Assist in the development and dissemination of all organizational communications, marketing, promotions and public relations
- Collaborate with the Communications Team to develop and implement strategies that enhance marketing, communications and branding
- Contribute to the production, design and distribution of all AICAF materials across multiple media channels (print, digital and social media)
- Contribute written content to a variety of media sources: newsletters, press releases, marketing material, social media and website, educational resources and toolkits, presentations
- Assist in the planning and creation of quality social media content utilizing analytics for continuous improvement and growth
- Act as a liaison to community news media and other external parties to ensure professional, timely responses
- Work with designers, print vendors and outside partners to ensure consistency in organizational branding
- Track and communicate all project progress, needs, and potential issues via regular, timely updates to the Communications team
- Work effectively as a member of the AICAF team through participation in broad AICAF initiatives
- Complete other duties as assigned

**Qualifications:**

- Bachelor's degree in communications, journalism, advertising or a related field
- 1-2 years of professional communications experience
- Experience working with American Indian/Alaska Native communities
- Excellent writing skills, with the ability to create specialized content
- Demonstrated experience using Adobe Creative Suite
- Knowledge of Constant Contact or Fundly
- Knowledge of WordPress or similar CMS
- Knowledge of Hootsuite, Google Analytics and social media ad trackers to manage digital content
- Self-motivated with the ability to prioritize and carry out concurrent projects and meet deadlines
- Persistent attention to detail, especially in organizational style and branding efforts
- Demonstrated work ethic, integrity and professional conduct
- Demonstrated analytical and conceptual skills

- Available to work flexible hours as needed to get the work done
- 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

**Compensation Package:** Salary and generous fringe benefits package including paid time off, insurances (health, dental, disability, life) and 401(k) with employer match.

**To apply:** Submit a cover letter and CV/resume to [info@aicaf.org](mailto:info@aicaf.org). Position open until filled. *Learn more at [americanindiancancer.org/employment](http://americanindiancancer.org/employment) EOE/AA*