

**American Indian Cancer Foundation.****TITLE:** Prevention & Policy Coordinator**FULL-TIME TEMPORARY/REMOTE:**

40 hours per week through June 2021

with possible extension

FLSA Status: Non-exempt/Hourly**REPORTS TO:** Prevention & Policy Manager**STARTING PAY:** \$19-\$25/hour

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 PREVENTION & POLICY COORDINATOR will work across cancer prevention and policy projects to support sustainable strategies that will strengthen American Indian and Alaska Native community systems and improve health outcomes. This individual must have experience working with American Indian and Alaska Native people and experience in the areas of tobacco, physical activity, and/or healthy eating for cancer prevention as well as the capacity to independently set and deliver outcomes in a fast-paced environment. This is a great opportunity to work with Tribal and urban partners across Indian Country.

Responsibilities:

- Develop, share, and evaluate customized culturally tailored resources (educational materials, training, and tools)
- Facilitate meetings with the ability to actively assist the group in shaping positive outcomes, compiling meeting notes, analyzing results, and generating useful reporting documents
- Manage project work plans and timelines
- Communicate project progress and potential issues with multiple stakeholders (project partners & funders) and provide strategic guidance in a collaborative, consultative, and positive manner
- Manage and track all assigned project activities according to the timeline and provide regular, timely updates to the manager and project team
- Identify and pursue new projects that fit within the AICAF strategic vision and plans
- Work effectively as a member of the AICAF team through participating in organization-wide initiatives
- Complete other duties as assigned

Qualifications:

- 1+ years of experience with public health programs and working with American Indian/Alaska Native communities
- Bachelor's degree in public health, education, nutrition, psychology, sociology, or relevant field (Master's preferred)
- Strong interest and experience in the areas of tobacco, physical activity, and/or healthy eating
- Self-motivated with the ability to prioritize and carry out concurrent projects on deadline
- Demonstrated ability to contribute, lead and excel in a team environment
- Demonstrated decision-making and problem-solving skills
- Excellent communication skills with demonstrated abilities in report writing, facilitation, and public speaking
- Ability to travel and work at multiple locations, adapting to different work environments
- 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 on a keyboard
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Continually utilize visual acuity to operate equipment, and read technical information
- Occasionally required to lift/push/carry items less than 25 pounds

- Frequently required to operate office equipment including phone systems, printers, copiers

Compensation Package: Salary and generous fringe benefits package including paid time off, insurances (health, dental, disability, life) and 401(k) 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 info@aicaf.org by April 2, 2021.