



**TITLE:** CANCER PROGRAMS COORDINATOR (Remote Option)  
**STARTING PAY:** \$19-\$24/hour DOQ  
**Temporary FULL-TIME:** 40 hours per week thru June 2022

**REPORTS TO:** Cancer Programs Manager  
**FLSA STATUS:** Non-exempt/Hourly

The American Indian Cancer Foundation is committed to reducing cancer burdens for Indigenous people through improved access to prevention, early detection, treatment, and survivor support. The CANCER PROGRAMS COORDINATOR will play a key role in supporting national efforts to deliver and implement clinic systems change strategies that inform, guide, and strengthen cancer outcomes for American Indians and Alaska Natives. The ideal candidate will support the development and delivery of culturally tailored and evidence-based cancer education and resources on various cancer topics to improve cancer outcomes for American Indian/Alaskan Native people.

#### **Responsibilities Include:**

- Work closely with the Cancer Programs Manager and as part of a team to review and establish program goals and deliverables, work plans, and timelines
- Utilize knowledge and skills to improve health systems improvement efforts, such as Electronic Health Records and other clinical processes
- Coordinate internal and external communications and maintain informative, timely, and respectful communications with multiple stakeholders (clinic, community partners, consultants, and funders)
- Participate in the development and review of culturally-tailored resources (educational materials, training and tools)
- Support the team in planning, tool development, recruitment, approvals, data collection, analysis, interpretation and dissemination.
- Communicate project progress, needs, and potential issues via regular, timely updates
- Deliver and share information with multiple audiences through written reports and verbal presentations (individual, group and web-based)
- Work effectively as a member of the AICAF team through participating in organization-wide initiatives
- Complete other duties as assigned

#### **Qualifications:**

- Degree in Public Health, Nursing or related field (Master's preferred)
- 2+ years of experience working with public health programs or in health systems with American Indian/Alaska Native
- Strong interest and experience in the areas of cancer prevention and control
- Preferred experience in planning and/or implementing quality improvement strategies in a clinic setting
- Preferred experience in project management (planning, tracking, evaluating and reporting)
- Self-motivated with the ability to prioritize and carry out concurrent projects on deadline
- Demonstrated ability to contribute and excel in a team environment
- Demonstrated decision-making and problem-solving skills
- Demonstrated high work ethic, integrity and professional conduct
- Demonstrated abilities in computer technology and report writing as well as experience in public speaking and community outreach
- Regular travel is required by air and by vehicle. Must have a current driver's license
- 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
- Ability to complete job responsibilities with or without accommodation

**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](mailto:info@aicaf.org). Find out more at [www.aicaf.org/employment](http://www.aicaf.org/employment) EOE/AA