



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

**REPORTS TO:** Research Manager  
**STARTING PAY:** \$20-\$23/hour DOQ

The American Indian Cancer Foundation (AICAF) is committed to reducing cancer burdens of Indigenous people through improved access to prevention, early detection, treatment, and survivor support. The RESEARCH COORDINATOR is responsible for coordinating one or more community-based research projects and coordination with other research staff in achieving program goals with adherence to work plans. The ideal candidate will have experience working with Indigenous communities, extensive community-based public health research experience, and the skillset to assist in all aspects of obtaining funding and publishing research findings. In addition to research responsibilities, this position will also support various evaluation components through an Indigenous lens. This is a great opportunity to lead community-driven research in partnership with the trusted community and academic partners.

**Responsibilities include:**

- Coordinate all aspects of assigned research projects (planning, implementation, dissemination).
- Deliver group presentations to a variety of audiences
- Facilitate meetings with the ability to actively assist the group in shaping positive outcomes, compiling meeting notes, analyzing results, and generating useful reporting documents
- Coordinate and provide support in creating and adhering to project budgets, work plans, and timelines
- Support program evaluation goals, deliverables, and timelines
- Support evaluation efforts throughout all phases: planning, recruitment, approvals, data collection, analysis, interpretation, and dissemination
- Communicate project progress and potential issues with multiple stakeholders (project partners & funders) and provide strategic guidance in a collaborative, consultative, and positive manner
- Coordinate all assigned project activities according to the timeline and provide regular, timely updates to the manager and project team
- Identify opportunities and participate in grant writing to secure funding for new research projects.
- Work effectively as a member of the AICAF team through participation in organization-wide initiatives.
- Complete other duties as assigned

**Qualifications:**

- Experience working with indigenous communities
- Experience with qualitative research data collection and analysis
- 2+ years of experience with community-based public health research
- Bachelor's degree in Public Health or related field (Master's preferred)
- Experience with IRB processes (University and Tribal)
- Demonstrated experience planning, tracking, and documenting research projects
- Self-motivated with the ability to prioritize and carry out concurrent projects on deadline
- Persistent attention to detail, while maintaining an overall view
- Demonstrated work ethic, integrity, and professional conduct
- Demonstrated analytical and conceptual skills
- Demonstrated abilities in report writing and public speaking

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

- Flexibility to travel and work in different work environments and outside of usual office hours as needed.
- Ability to travel by vehicle and/or air as needed
- 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 ability to complete tasks and job responsibilities with or without accommodations

**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) Open until filled. *Find out more at [www.AICAF.org](http://www.AICAF.org) EOE/AA*