



TITLE: Cancer Programs Intern
PART-TIME: 10-20 hours per week
Start Date: ASAP
End Date: June 22, 2022

REPORTS TO: Senior Program Specialist
STARTING PAY: \$18
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 CANCER PROGRAMS INTERN will work across cancer programs and survivorship projects to support sustainable strategies that will strengthen American Indian and Alaska Native community systems and improve health outcomes. The ideal candidate will have an interest in community-based public health, policy development, nonprofit operations, or research as well as a desire to serve AI/AN communities. This is a great opportunity to gain experience working for a nonprofit, in a public health setting.

Responsibilities:

- Facilitate meetings with the ability to actively assist the group in shaping positive outcomes, compiling meeting notes, analyzing results and generating useful reporting documents
- Develop, share, and evaluate customized culturally tailored resources (educational materials, training and tools)
- Support the ongoing work on our survivorship circles
- Work with the Cancer Programs Senior Specialist to develop and implement a logic model for AICAF's role in survivor support with short- and long-term goals
- Build partnerships with Masonic Cancer Center and other organizations that could provide culturally-tailored resources for AI/AN cancer survivors and caregivers
- Manage and track all assigned project activities according to the timeline and provide regular, timely updates to the manager and project team
- Work effectively as a member of the AICAF team through participating in organization-wide initiatives
- Complete other duties as assigned

Qualifications:

- Strong interest and experience in the areas of survivorship, cancer prevention, early detection, and health system change efforts
- Self-motivated with the ability to prioritize and complete concurrent projects on deadline
- Persistent attention to detail
- Demonstrated work ethic, integrity, and professional conduct
- Flexibility to work in different work environments and outside of usual office hours as needed
- Ability to work effectively as a member of the AICAF team through participation in organization-wide initiatives
- 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:

- This position has the possibility of being remote for the right candidate.
- 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

The AICAF mission is to eliminate cancer burdens on American Indian and Alaska Native people through improved access to prevention, early detection, treatment and survivor support. Find out more at www.AICAF.org EOE/AA

- 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 job responsibilities and tasks with or without accommodations.

Compensation Package: Hourly compensation. Short-term employees working at <.8 FTE are ineligible for most 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 **November 1, 2021**. Find out more at www.aicaf.org/employment EOE/AA