



TITLE: Research Specialist
FULL-TIME: 40 hours per week
FLSA STATUS: Exempt/Salaried

REPORTS TO: Research Manager
STARTING STARTING: \$51K-\$55K 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 SPECIALIST is responsible for leading one or more community-based research projects and coordinating with other research staff in achieving program goals with adherence to work plans. This position will work closely with the Research Manager to identify and pursue additional funding opportunities and assist in grant writing. 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 provide evaluation support for projects across the organization. This is a great opportunity to lead community-driven research in partnership with trusted community and academic partners.

Responsibilities include:

- Take a lead role by tending to the daily details of assigned project(s) throughout all phases: planning, development, recruitment, data collection, analysis, reporting, 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
- Facilitate meetings with the ability to actively assist the group in shaping positive outcomes, compiling meeting notes, analyzing results, and generating useful reporting documents
- Deliver group presentations to a variety of audiences
- Support program evaluation goals, deliverables, and timelines
- Support evaluation efforts throughout all phases: planning, development, data collection, analysis, interpretation and reporting
- Assist the Research Manager in the development of project work plans and timelines
- Identify and pursue appropriate new projects that fit within AICAF strategic vision and plans to secure funding for new research projects
- Provide grant writing assistance including the development of objectives, work plans, and project narratives
- Coordinate 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 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 (with 5+ yrs experience) or Master's degree (with 2+ yrs experience)
- 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

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 EOE/AA

- Demonstrated work ethic, integrity, and professional conduct
- Demonstrated analytical and conceptual skills
- Demonstrated abilities in report writing and public speaking
- 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

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. Position open until filled. *Find out more at www.AICAF.org EOE/AA*