



American Indian Cancer Foundation.

**TITLE:** Coalition Coordinator  
**FULL-TIME:** expected 40 hours per week  
**FLSA STATUS:** Exempt

**REPORTS TO:** Cancer Programs Manager  
**STARTING SALARY:** \$47-60K DOQ

The American Indian Cancer Foundation is committed to reducing cancer burdens for American Indian and Alaska Native people through improved access to prevention, early detection, treatment, and survivor support. The Coalition Coordinator is responsible for the coordination and implementation of AICAF's cancer coalition which is funded by the Centers for Disease Control and Prevention. The Coalition Coordinator will play a vital role in creating connections and implementing overall program goals, activities, and reporting requirements. Through this role, the coalition coordinator will be expected to work with AICAF staff and support surveillance scans on a regional and national level looking into cancer disparities in Native communities. The coordinator will also be expected to make new connections with local, tribal, regional, state, and national partnerships to attend and support coalition efforts. The Coalition Coordinator will be an integral part in supporting program strategies that inform, support, and strengthen partners with the development of resources, programs, and services to improve cancer outcomes for American Indians and Alaska Natives nationally.

**RESPONSIBILITIES INCLUDE:**

- Work closely with the Cancer Programs Manager and as part of a team to establish program goals and deliverables, work plans, and timelines.
- Take a lead role in coordinating and supporting coalition efforts and activities which will include a high level of organization and outreach.
- Design, create, track, and report on coalition activities and work plan objectives.
- Communicate with Cancer Programs Manager coalition progress and potential issues via regular, timely updates.
- Maintain communications with AICAF staff, coalition members, survivors, community partners, consultants, and funders on coalition efforts and progress.
- Deliver and share coalition and program information with coalition partners and other audiences through written reports, and presentations.
- Support the creation and completion of culturally tailored resources such as educational tools and training materials.
- Work effectively as an AICAF team member through participation across organization initiatives.
- Complete other duties as assigned.

**Qualifications:**

- Degree in Public Health, Nursing or related field (Master's preferred)
- Experienced in supporting or leading a coalition
- Experience working with Indigenous public health issues (2+ years)
- Solid understanding of evidence-based cancer prevention and control strategies
- Solid understanding of quality improvement strategies
- Self-motivated with ability to prioritize and carry out concurrent projects on deadline
- Demonstrated decision-making and problem-solving techniques
- Persistent attention to detail, while maintaining an overall view
- Demonstrated high work ethic, integrity and professional conduct
- Demonstrated abilities in computer technology, report writing and public speaking
- Available to work flexible hours as needed to get the work done
- 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

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

**Physical demands and work environment:**

- Frequently required to stand, walk, sit
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
  
- Continually required to talk, hear and utilize hand and finger dexterity (use a keyboard)
- Continually utilize visual acuity to operate equipment, 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 work in a remote environment having a workspace that can be utilized daily
- Ability to participate in virtual meetings, with video and audio turned on, and webinars as associated with a remote environment

**Compensation Package:** Salary and generous fringe benefits package including paid time off, insurances (health, dental, disability, life) and 401(k) with employer match.

**To apply:** Submit cover letter and CV/resume to [info@aicaf.org](mailto:info@aicaf.org) by 08/15/2022. *Learn more at [www.AICAF.org](http://www.AICAF.org) EOE/AA*

**Disclaimer:** The organization reserves the right to change this job description at any time.