



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

**REPORTS TO:** Cancer Programs Manager  
**STARTING PAY:** \$21-\$25 per hour

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 COMMUNICATIONS COORDINATOR plays a pivotal role in executing and guiding AICAF's organizational communications. This key position will use multiple strategies to effectively engage a national audience through various platforms. The ideal candidate will have strong writing skills and experience in planning, creating, and disseminating media content across a variety of platforms with and for Indigenous populations. This position is responsible for moving and supporting multiple projects at once and will contribute to the organization's growing media presence. This is a great opportunity to join a team of professionals whose mission is to heal with culture and reclaim Indigenous health.

#### **Responsibilities Include:**

- Assist in the development and dissemination of all organizational communications, marketing, promotions and public relations with and for Indigenous populations
- Collaborate with AICAF teams and leadership to develop and implement strategies that enhance marketing, communications and branding
- Contribute to the production, design and distribution of all AICAF materials across multiple media channels (print, digital and social media)
- Develop and contribute written content or review to a variety of media sources: newsletters, press releases, marketing material, social media, educational resources and toolkits, presentations
- Assist in the planning and creation of quality social media content utilizing analytics for continuous improvement and growth
- Act as a liaison to community news media and other external parties to ensure professional, timely responses
- Work with designers, print vendors, and outside partners to ensure consistency in organizational branding
- Lead, coordinate, and support social media campaigns and cancer awareness campaigns
- Work effectively as a member of the AICAF team through participation in broad AICAF initiatives
- Review and research relevant public health content and current and sound data relevant to cancer inequities and Indigenous determinants of health
- Complete other duties as assigned

#### **Qualifications:**

- Bachelor's degree in communications, journalism, advertising, or marketing
- 1-2 years of professional communications experience
- Documented experience working with American Indian/Alaska Native populations
- Excellent writing skills, with the ability to create specialized content
- Demonstrated experience using Adobe Creative Suite
- Knowledge of Constant Contact or Fundly preferred
- Knowledge of WordPress or similar CMS
- Knowledge of Hootsuite, Google Analytics, and social media ad trackers to manage digital content
- Self-motivated with the ability to prioritize and carry out concurrent projects and meet deadlines
- Persistent attention to detail, especially in organizational style and branding efforts

- Demonstrated work ethic, integrity and professional conduct
- Demonstrated analytical and conceptual skills
- Initiative to learn new systems and processes
- 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
- Occasionally required to travel
- 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
- 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 a cover letter and CV/resume to [info@aicaf.org](mailto:info@aicaf.org). Position open until filled. *Learn more at [americanindiancancer.org/employment](http://americanindiancancer.org/employment) EOE/AA*