



**TITLE:** Policy and Prevention Project Manager

**REPORTS TO:** Policy and Prevention Program Manager

**FULL-TIME:** 40 hours per week

**STARTING SALARY:** \$55-65k TBD

**FLSA STATUS:** Exempt/Salaried

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 POLICY AND PREVENTION PROJECT MANAGER is responsible for leading all aspects as determined by the grant that the manager oversees including but not limited to the following: oversee the implementation of the work plan, maintain budgets and reporting requirements in addition to providing support and guidance to program staff within this grant. This key position will implement Policy, Systems, and Environmental change strategies that inform, support and strengthen tribal communities through technical assistance. Through an Indigenous lens, this position will support the development of resources, programs, and services that are culturally specific to the tribal communities. In collaboration with the Policy & Prevention team, provide technical assistance to tribes and Native organizations in developing tribal resolutions and policies that improve health outcomes for American Indian and Alaska Natives nationally.

#### Responsibilities Include:

- Under the supervision of the P&P Program Manager develop, monitor, manage and evaluate grant objectives
- Work closely with the P&P Program Manager and as part of the Policy and Prevention team to review and establish grant related goals, deliverables
- Maintain overall project budget including FTE allocation, project spending, and budget reporting
- Manages and maintains internal and external communications with multiple stakeholders; builds and maintains partnerships
- Supports all team members within Policy and Prevention
- Develop customized and culturally-tailored resources (educational materials, training, and tools)
- Communicate project progress, needs and potential issues via regular, timely updates with P&P Program Manager
- Delivers and shares information with multiple audiences through reports and presentations (individual, group and web-based)
- Works effectively as a member of the AICAF team in the participation of organization-wide initiatives
- Complete other duties as assigned

#### Qualifications:

- Bachelor's degree (with 5+ yrs experience) or Master's degree (with 2+ yrs experience)
- Experience working with American Indian & Alaska Native health organizations or systems
- Experience working with tribal communities
- Interest and experience in the areas of cancer control with the ambition to learn more
- Interest and experience with managing staff
- Experience in project management (planning, tracking, evaluating and reporting)
- Solid understanding of evidence-based strategies in cancer prevention and control
- Self-motivated with the ability to prioritize and carry out concurrent projects on deadline
- Demonstrated ability to contribute, lead and excel in a team environment
- Demonstrated decision-making and problem-solving skills
- 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 Natives through education, 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, 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.
- 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.

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