



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

**REPORTS TO:** Cancer Programs Manager  
**STARTING PAY:** \$50-65K TBD

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

#### **Responsibilities Include:**

- Co-lead in the development and dissemination of all organizational communications, marketing, promotions, and public relations with and for Indigenous populations
- Collaborate and lead conversations with AICAF teams and leadership to develop and implement strategies that enhance marketing, communications, and branding
- Contribute to the production, design, review, and distribution of all AICAF materials across multiple media channels (print, digital and social media) in a collaborative effort with AICAF staff
- Develop and contribute written content, review, and collaborate on a variety of media sources: newsletters, press releases, marketing material, social media, educational resources and toolkits, presentations
- Co-lead in the planning and creation of quality social media content utilizing analytics for continuous improvement and growth
- Act as the primary liaison to community news media and other external parties to ensure professional, timely responses
- Develop effective working relationships with designers, print vendors, and outside partners to ensure consistency in organizational branding
- Lead, coordinate, and disseminate social media campaigns and cancer awareness campaigns
- Work effectively as a member of the AICAF team through participation in broad AICAF initiatives
- Conduct research on various 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
- 3-5 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 ability to maintain autonomy while also being able to effectively work in a team environment
- 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 primary uninterrupted workspace
- 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, insurance (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*