



TITLE: Prevention & Policy Program Coordinator
FULL-TIME: 40 hours per week
FLSA STATUS: Salaried/Exempt

REPORTS TO: P&P Program Manager
SALARY range: \$48k - \$53k DOQ

The American Indian Cancer Foundation's (AICAF) Prevention & Policy Program aims to engage, educate, and empower American Indian/Alaska Native (AI/AN) communities to implement healthy lifestyle practices that can help reduce cancer risks in Indian Country. The team provides training and technical assistance to tribes and AI organizations in developing Policy, Systems, and Environmental (PSE) change strategies to improve health. We engage community members and stakeholders to co-create culturally-appropriate resources, including tribal resolutions and policies, for tobacco cessation, healthy eating, and physical activity.

The PREVENTION & POLICY PROGRAM COORDINATOR must have interest and experience in the areas of tobacco, physical activity, and/or healthy eating for cancer prevention as well as the capacity to independently set and deliver outcomes in a fast-paced environment. This is a great opportunity to work with Tribal and urban partners across Indian Country.

The Prevention & Policy Program Coordinator - under the supervision of the P&P Program Manager - will be responsible for the following:

- Coordinate with communications staff and designers to develop, share, and evaluating customized culturally tailored resources such as educational materials and communications (including PowerPoint Presentations, announcements, training manuals, fact sheets, brochures, social media messages, etc.), making sure to follow all branding requirements, style guides and other org-wide communications policies.
- Coordinate with communications staff to develop advertising strategy & marketing materials to announce and advertise program initiatives via AI/AN networks, web, social media, LinkedIn, etc.
- Coordinate events such as planning team meetings, training and technical assistance events, and focus groups, by providing support such as scheduling, preparing agendas, coordinating development of presentations and materials, ordering food, compiling meeting notes, analyzing results, generating useful reporting documents, etc. These events will be via calls, webinars, or in-person site visits.
- Track all assigned project activities according to the timeline and provide regular, timely updates to the P&P team.
- Assist the program by providing administrative support to senior project staff
- Providing support and assistance to the P&P team as assigned to include:
 - Assisting with work plan development and implementation.
 - Assisting with Indigenous evaluation of Statewide Programs.
 - Gather information required to draft quarterly progress grant reports and other informational requests from funders.
 - Track progress and adhere to work plans and timelines, and communicate project progress, needs and potential issues via regular, timely updates with P&P Program Specialist and Manager.
- Keep organizational knowledge up-to-date, by conducting literature reviews and maintaining a library of current research, policy, and data.
- Process purchase requests for outreach materials and additional purchasing needs.
- Work effectively as a member of the AICAF team in the participation of organization-wide initiatives.
- Complete other duties as assigned.

Qualifications:

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 _EOE/AA

- Bachelor's degree in public health, education, nutrition, psychology, sociology, or relevant field (Master's preferred).
- 1+ years of experience with public health programs and working with American Indian/Alaska Native communities.
- Strong interest and experience in the areas of tobacco, physical activity and/or healthy eating.
- Must be highly organized and self-motivated, and be able to prioritize and carry out concurrent projects on deadline, manage complex projects and carry out all responsibilities of the job requirements with minimal day-to-day supervision.
- Must demonstrate discretion, tact, knowledge, judgment, and overall ability in working effectively with federal, tribal, and other professionals and facilitating participation and partnership in the activities of the program.
- Must be sensitive to cross-cultural differences, and able to work effectively within their context.
- 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.
- Excellent communication skills with demonstrated abilities in computer technology, report writing, facilitation, and public speaking.
- Available to work flexible hours as needed to get the work done.
- Ability to promote and model a healthy lifestyle that is free from commercial tobacco and illegal drugs.
- Strong passion for the mission, vision, and values of the organization.
- Ability to travel, as requested, and work at multiple locations, adapting to different work environments.
- Regular travel is required by air and by vehicle. Must have a current driver's license.
- Experience with or willingness to learn Google Workspace tools including, Gmail, Calendar, Meet, Chat, Drive, Docs, Sheets, etc.

Standards of Conduct:

- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Display professional work attire and clean and organized office environment when meeting with external people.
- Treat both internal and external partners with dignity and respect and show consideration by communicating effectively.
- Understand that any work-product that is created during the course of employment is the property of AICAF and not the employee.
- Exercise judgment and initiative in performance of duties and responsibilities.
- Abide by AICAF policies and procedures, as outlined in the Handbook.
- Research and, with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.

Physical demands and work environment:

- Must reside in the Minneapolis / St. Paul Metro Area, to have in-person meetings with key stakeholders. Other work may be performed remotely.
- Frequently required to stand, walk, and sit.
- Continually required to utilize hand and finger dexterity on a keyboard.
- Occasionally required to climb, balance, bend, stoop, kneel or crawl.
- Continually required to talk or hear.
- Continually utilize visual acuity to operate equipment, and 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.

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

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AICAF Prevention & Policy Program Coordinator

January 2023

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 by January 25, 2023. Find out more at www.aicaf.org/employment EOE/AA