



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

REPORTS TO: P&P Program Manager
SALARY range: \$63k - \$68k 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/AN 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 SPECIALIST will support the development of resources, training, and other services that are culturally specific to AI/AN communities. This key position will support communities to implement Policy, Systems, and Environmental Change (PSE) strategies that strengthen health in AI/AN communities through capacity building.

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

External - Technical Assistance, Training, and Collaboration

- Provide “boots-on-the-ground” efforts towards relationship-building and collaboration with multiple external stakeholders, including Tribal program staff, consultants, and funders. Work to build and develop new collaborations and partnerships to address training needs.
- Convene, facilitate and participate in planning with community partners and other key stakeholders to develop new training opportunities in both in-person and distance-learning formats.
- Respond to and prioritize requests for training and technical assistance (via calls, webinars or site visits) including but not limited to identifying community health needs and priorities, community/programmatic visioning, coalition building, action planning, community engagement, policy development/review, adverse childhood experiences (ACEs), wellbeing and resiliency training.
- Connect to legal and other resources for drafting policy as needed.
- Host and facilitate focus groups to discuss needs and strategies for increasing awareness and utilization of commercial tobacco cessation services by AI/AN populations in Minnesota, including drafting focus group facilitation guides in partnership with project staff and the Indigenous Evaluation Specialist, planning and conducting focus groups with stakeholders, and drafting and disseminating focus group findings.
- Review and finalize guidance documents for Tribal programs.
- Assist the State funder and Tribal programs, as needed, with work plan development and implementation.
- Partner with the State to support Tribal programs regarding Indigenous evaluation.
- Gather information required to draft quarterly progress grant reports and other informational requests from funders.
- Work with the Program Manager to communicate project progress, needs and potential issues via regular, timely updates with external stakeholders and provide strategic guidance in a collaborative, consultative, and positive manner.

Internal - Reporting, Coordination, and Collaboration

- Work closely with the P&P Program Manager to develop, monitor, manage and evaluate grant related objectives and deliverables.
- Manage the implementation of the work plan and timelines, and communicate project progress, needs and potential issues via regular, timely updates with P&P Program Manager.
- Review project budget with the Program Manager including FTE allocation, project spending, and budget reporting.
- Participate in identifying topics, content, curricula, and specialized training opportunities that would benefit Tribal communities.
- Provide support and guidance to P&P staff.

Additional Duties contributing to P&P and AICAF programs

- Contribute to grant writing and other fund-raising activities as needed.
- Identify new projects that fit within the AICAF strategic vision and plans.
- Work effectively as a member of the AICAF team in the participation of organization-wide initiatives.
- Complete other duties as assigned.

Qualifications:

- Bachelor's degree in public health, education, nutrition, psychology, sociology, or relevant field (Master's preferred).
- 5+ years of experience with public health programs and working with AI/AN health systems and/or communities.
- Strong interest and experience in the areas of tobacco, physical activity and/or healthy eating.
- Solid understanding of evidence-based strategies in cancer prevention and control, with the ambition to learn more about tailoring for AI/AN communities.
- Interest and experience with managing staff.
- Experience in project management (planning, tracking, evaluating and reporting).
- 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, state, 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.
- Must have a current driver's license as regular travel is required by air and by vehicle.
- 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.
- 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 attend training as needed and with the approval of a supervisor 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.

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