



American Indian Cancer Foundation.

TITLE: Cancer Programs Specialist
FULL-TIME: 40 hours per week
FLSA STATUS: Exempt/Salaried

REPORTS TO: Cancer Programs Manager
STARTING SALARY: \$58K-\$65K DOQ

The American Indian Cancer Foundation (AICAF) is committed to reducing the cancer burdens of American Indian and Alaska Native (AI/AN) people through improved access to prevention, early detection, treatment, and survivor support. The Cancer Equity Program supports national programming on cancer screening and early detection among AI/AN populations. Activities in this program area prioritize raising awareness of cancer burdens and solutions, advancing capacity through training and/or technical assistance, and improving the availability of reliable AI/AN cancer data. This program champions health systems changes to increase cancer screening and early detection services that help to improve cancer outcomes for AI/AN people nationally.

The **CANCER PROGRAMS SPECIALIST** is responsible for leading grant activities in the Cancer Program teams, including overseeing work plans, objectives, and reporting requirements. The ideal candidate will have a strong nursing background to work in partnership with our clinic and organizational partners to support the implementation of evidence-based interventions, Indigenous Cancer Solutions coalition efforts, and clinic systems improvements. The position takes the lead in developing culturally tailored cancer educational tools and resources, including social media campaigns and webinars, for tribal and urban AI/AN communities. This position works closely with partners in tribal and urban clinic settings to identify gaps in care and support patient navigation and other screening solutions.

Responsibilities Include:

- Under the supervision of the Cancer Programs Manager, develop, monitor, manage and evaluate grant objectives.
- Work closely with the Deputy Director and Cancer Programs team to review and establish grant-related goals, and deliverables.
- Works collaboratively with clinics including, but not limited to, onboarding, clinic visits, goal creation, and evaluation.
- Manage and maintain internal and external communications with multiple stakeholders; build and maintain partnerships.
- Supports Indigenous Cancer Solutions Coalition efforts through outreach, implementation, and reporting.
- Develop customized and culturally-tailored resources (educational materials, training, and tools)
- Communicate project progress, needs, and potential issues via regular, timely updates with the Deputy Director and Cancer Programs Manager.
- Develop, deliver, and share information with multiple audiences through reports and presentations (individual, group, and web-based).
- 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 (with 3+ yrs experience), Master's degree (with 2+ yrs experience), or LPN certification (with 3+ yrs experience)
- Experience working with AI/AN communities, health organizations, and/or systems.
- Experience in a clinic setting and understanding of community clinics.
- Must be a licensed healthcare provider: Registered Nurse, Licensed Practical Nurse, Certified Medical Assistant, Community Health Representative, or similar.
- Experience working with grant programs.
- Interest and experience in the areas of cancer control with the ambition to learn more.
- 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 a deadline.

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 EOE/AA

- Consistent ability to set and deliver outcomes in a fast-paced environment.
- Demonstrated decision-making and problem-solving techniques.
- Persistent attention to detail, while maintaining a view of the overall picture.
- Demonstrated statistical, analytic, and conceptual skills.
- Demonstrated work ethic, integrity, and professional conduct.
- Excellent communication skills and demonstrated abilities in report writing and public speaking.
- Strong passion for the mission, vision, and values of the organization.
- Preferred experience with cancer survivorship or an interest in cancer survivorship.
- Ability to promote and model a healthy lifestyle that is free from commercial tobacco and illegal drug use.
- Regular travel is required, by air and vehicle. Must have a current driver's license and proof of insurance.

Standards of Conduct:

- Consistently exhibit professional behavior and a high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Display professional work attire and a 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 the performance of duties and responsibilities.
- Abide by AICAF policies and procedures, as outlined in the Handbook.
- Research and, with the approval of the supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.

Physical demands and work environment:

- Must reside in Minnesota, with the ability to travel frequently to the Twin Cities 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, and copiers.

Compensation Package: Salary and generous fringe benefits package including paid time off, insurance (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. The position will remain open until filled.

Find out more at www.aicaf.org/employment EOE/AA