



TITLE: Evaluation Specialist
FLSA STATUS: Exempt/Salaried

FULL-TIME: 40 hours per week
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 **EVALUATION SPECIALIST** supports the work of all AICAF teams and programs by providing insight into how to best monitor and improve our efforts to serve tribal communities and our partners. The position will lead the development of evaluation plans and logic models. This role is important for documenting relationships among resources, activities, outputs, outcomes, and the impact of AICAF efforts. The Evaluation Specialist will provide both oral and written reports of evaluation efforts to internal and external audiences. This position will work to support organizational strategies, policies, and practices that fit within the AICAF strategic vision. This position is responsible for the oversight of various evaluation components across the organization, including the development, implementation, and management of program evaluation plans and reporting requirements. The ideal candidate will have experience working with Indigenous communities in addition to experience with program evaluation, and program planning (including knowledge of the Indigenous Evaluation Framework) and the capacity to independently set and deliver outcomes in a fast-paced environment. This is an excellent opportunity to work for a dynamic, high-energy organization.

Responsibilities Include:

- Establish and manage multiple program evaluation goals, deliverables, and timelines.
- Lead evaluation efforts throughout all phases: planning, recruitment, approvals, data collection, analysis, interpretation, and dissemination.
- Communicate program evaluation progress and potential issues via regular, timely updates.
- Manage internal and external communications with multiple stakeholders.
- Develop customized and culturally-tailored evaluation resources (training and tools).
- Identify, develop and support responses to relevant cancer issues that relate to the AICAF mission.
- Plan and disseminate findings to multiple audiences through reports, presentations, etc.
- Work effectively as a member of the AICAF team through participation in broad AICAF initiatives.
- Identify new projects and funding opportunities that fit within AICAF's strategic vision.
- Complete other duties as assigned.

Qualifications:

- Experience working with AI/AN communities (preference for familiarity with Tribes in Minnesota).
- Experience working with AI/AN health organizations or systems.
- Bachelor's degree (with 2+ yrs experience) or Master's degree (with 1+ yrs experience).
- Evaluation experience, coursework, and familiarity with relevant software (Qualtrics, Dedoose).
- Experience with the Indigenous Evaluation Framework.
- Self-motivated with the ability to prioritize and carry out concurrent projects on a deadline.
- 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 an overall view.
- 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.
- Regular travel is required. Must have a current driver's license and proof of insurance.
- 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 drug use.

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, 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*