



**American Indian Cancer Foundation.**

TITLE: Communications Project Manager  
FULL-TIME: 40 hours per week  
FLSA STATUS: Salaried/Exempt

REPORTS TO: Chief Executive Officer  
SALARY range: \$75k – \$80k /annually, DOQ  
LOCATION: Remote

## SUMMARY

The American Indian Cancer Foundation (AICAF), a national non-profit, is committed to reducing cancer burdens for American Indian and Alaska Native (AI/AN) people through improved access to prevention, early detection, treatment, and survivor support.

The Communications Project Manager will play a vital role in developing and executing strategic communications initiatives to promote AICAF's mission, engage our stakeholders, and drive positive change. This position will work with and oversee a Communications Specialist in planning and executing communication-related projects in collaboration with the CEO and program teams. The Communications Project Manager will demonstrate a deep understanding and respect for AI/AN communities, ensuring that all communication materials and strategies are culturally appropriate.

Please Note: while the primary focus of this role involves the Communications Program, you may be asked to contribute to other tasks or projects, temporarily or permanently, as determined by organizational needs.

## RESPONSIBILITIES

- **Project Management:** Lead all social media and cancer awareness media campaigns. Develop comprehensive project plans that outline the scope, objectives, timelines, and resource requirements for communication projects to raise awareness of cancer burdens in Indian Country. Monitor project timelines, identify potential delays or issues, and take corrective actions to keep the project on track.
- **Cultural Competency:** Ensure that all communication strategies and materials are culturally appropriate and resonate with AI/AN communities. This includes continuous learning and adaptation to cultural nuances and feedback from community members.
- **Manage Staff:** Provide guidance and mentorship to the Communications Specialist and oversee the work that they produce.
- **Team Coordination:** Assemble and lead conversations with AICAF teams and leadership to develop and implement strategies that enhance marketing, communications, and branding. including writers, designers, and media specialists, committed to diversity and inclusion to ensure the successful execution of communication projects. Develop effective working relationships with designers, print vendors, and outside partners to ensure consistency in organizational branding.
- **Content Development:** Oversee the creation, development, and dissemination of culturally relevant communication materials, including written content, graphics, videos, and other media assets, ensuring they resonate with the with AI/AN population.
- **Documentation:** Maintain thorough project documentation, including project plans, status reports, and communication plans, with a focus on preserving the cultural context of our work.

- Community Engagement: Establish strong connections within American Indian/Alaska Native communities, working closely with tribal leaders, organizations, and individuals to involve them in cancer awareness campaigns and projects.
- Media Liaison: Act as the primary liaison to community news media and other external parties to ensure professional, timely responses.
- Continuous Improvement: Identify opportunities for process improvement and implement best practices to enhance the efficiency and effectiveness of our communication projects within American Indian/Alaska Native communities.
- Training and Development: Provide guidance and mentorship to team members, helping them develop their skills and cultural competency in communication project management within this context.
- Complete other duties as assigned.

## QUALIFICATIONS

- Education and Experience
  - Bachelor's degree in communications, journalism, advertising, or marketing
  - 3-5 years of professional communications experience
  - 1-2 years of experience effectively communicating within AI/AN cultural contexts. This includes experience in creating culturally relevant content and engaging with AI/AN communities in a respectful and meaningful way.
  - 1-2 years of experience in project management, including planning, executing, and overseeing communication-related projects. Proven ability to develop comprehensive project plans, manage timelines, allocate resources, prioritize tasks, and ensure successful project completion.
- Skills and Abilities
  - 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, WordPress or similar CMS, Hootsuite, Google Analytics, and social media ad trackers to manage digital content
  - Persistent attention to detail, especially in organizational style and branding efforts
  - Must be highly organized and self-motivated and be able to prioritize and carry out concurrent projects on deadlines, manage complex projects, and carry out all responsibilities of the job requirements with minimal day-to-day supervision.
  - Must be sensitive to cross-cultural differences and able to work effectively within their context.
  - Demonstrated decision-making and problem-solving skills.
  - Demonstrated high work ethic, integrity, and professional conduct.
  - Excellent communication skills with demonstrated abilities in computer technology and report writing.
  - Strong passion for AICAF's mission, vision, and values.
  - Experience with or willingness to learn Microsoft Office tools, including, Outlook, Teams, Word, Excel, and SharePoint.
- Other

- Travel 1-2 times per year to Minnesota for AICAF events, such as our conference, Powwow for Hope, or staff training.
- 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.

## 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.
- 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 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

- Frequently required to stand, walk, and sit.
- Occasionally required to climb, balance, bend, stoop, kneel, or crawl.
- Continually required to talk, hear, and utilize hand and finger dexterity (e.g., use a keyboard).
- Continually utilize visual acuity to operate equipment such as a computer and phone and read technical information.
- Occasionally required to lift/push/carry items less than 25 pounds.
- Ability to work in a remote environment having a workspace that can be utilized daily and without distractions.
- Ability to participate in virtual meetings, with video and audio turned on, and webinars associated with a remote environment.

## COMPENSATION PACKAGE

Salary and generous fringe benefits package include:

- Health and Dental Insurance (employer paid 100% of employee premiums & 50% of dependent premiums)
- Flexible Spending Benefits (Medical and Dependent Care)
- Life, Accidental Death & Disability, Long-term Disability, and Short-term Disability Insurances (employer paid 100% of premiums)
- 401(k) plan with an employer match of up to 5% of annual earnings
- Internet reimbursement: up to \$75/month
- 13 paid holidays annually
- 20 days PTO annually (increasing to 25 days after one year).

## TO APPLY

Please send your résumé and a cover letter detailing your interest in the position and relevant experience to [info@americanindiancancer.org](mailto:info@americanindiancancer.org)

## STATEMENTS AND DISCLAIMERS

### *Equal Opportunity Employer/Affirmative Action Employer*

The American Indian Cancer Foundation (AICAF) is an equal opportunity employer and affirmative action employer. We do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, veteran status, or any other protected characteristic under applicable law. We are committed to creating a diverse and inclusive workplace.

Disclaimer: The organization reserves the right to change this job description at any time.

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 <https://americanindiancancer.org>.