



American Indian Cancer Foundation.

TITLE: Prevention & Policy Project Contractor
FULL-TIME, Temporary: 40 hours per week through June 30, 2025
STATUS: 1099 Contractor

REPORTS TO: Deputy Director
SALARY RANGE: \$65-75/hour DOQ
LOCATION: Remote (Minnesota)

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 Prevention & Policy team provides technical assistance to tribes and Native organizations in developing tribal resolutions and policies that improve health outcomes for AI/AN nationally. The PREVENTION & POLICY PROJECT CONTRACTOR is responsible for the implementation of AICAF's Statewide Health Improvement Partnership (SHIP) Tribal Technical Assistance programming. The P&P Project Contractor will work with the Prevention & Policy team to achieve program goals, deliverables, reports, and ensure grant objectives are met. This key position will implement Policy, Systems, and Environmental change strategies that inform, support and strengthen tribal communities through technical assistance. Through an Indigenous lens, this position will develop resources, programs, and services that are culturally specific to the tribal communities. This position is temporary and will conclude on June 30, 2025 when the grant funding period is complete.

RESPONSIBILITIES

- Community Engagement and Partnerships:
 - Build and maintain relationships with tribal communities, organizations, and partners, supporting them with their work plans. This will include travel mostly around Minnesota (approximately 25%).
 - Represent AICAF at grantee gatherings, meetings, and other events.
 - Provide technical assistance to tribal grantees in developing work plans and implementing programs.
- Grant Management and Reporting:
 - Ensure work plans and timelines are on track, communicating program progress and potential issues via regular, timely updates to internal and external stakeholders.
 - Ensure that grant deliverables are met, and reports are submitted on time.
 - Maintain accurate records and documentation.
- Complete other duties as assigned.

QUALIFICATIONS

- Education and Experience
 - Master's degree (preferred) or BA/BS in a relevant field such as human and social sciences, public administration, public policy, or public health.
 - Three+ years of experience doing policy work, ideally in public health programs, in partnership with AI/AN health systems and/or communities.
 - One+ years experience in grant/contract management (planning, tracking, evaluation, and reporting).

- Skills and Abilities
 - Proven ability to interact with tribal community members and establish partnerships with and learn from the tribal grantees.
 - Experience in culturally responsive program development and technical assistance tailored to Indigenous communities.
 - Proven experience as an independent self-starter, brainstorming and executing ideas for interactions and communications.
 - Solid understanding of policy work surrounding active living, healthy eating (e.g. food sovereignty), and commercial tobacco-free living, ideally including evidence-based cancer prevention and control strategies.
 - 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 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 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.
 - 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
 - This position requires up to 25% travel around Minnesota. Other work may be performed remotely.
 - Must have a current driver's license and willingness to drive in rural and urban areas.
 - 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 your work is the property of AICAF and not the contractor.
- Exercise judgment and initiative in the performance of duties and responsibilities.
- 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 as associated with a remote environment.

STATEMENTS AND DISCLAIMERS

This temporary position is for a 1099 independent contractor and is not expected to be renewed after June 30, 2025.

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>.