



**American Indian Cancer Foundation®**

TITLE: Executive Assistant to the CEO and Event Lead  
PART-TIME/ Independent Contractor: 20 hours per week  
LOCATION: Minneapolis/Saint Paul Metro, hybrid remote

REPORTS TO: Chief Executive Officer  
HOURLY RATE: \$35-45/hour DOQ

#### 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 Executive Assistant to the CEO is responsible for providing comprehensive administrative support to the CEO, ensuring the smooth and efficient operation of the CEO's office. Additionally, this role will serve as Event Planning Lead under the direction of the CEO and in coordination with event planning committees, for large and small events throughout the year.

This role requires a highly organized, proactive, and detail-oriented individual with excellent communication and interpersonal skills.

#### RESPONSIBILITIES

- Executive Office Management:
  - Manage the CEO's calendar, scheduling meetings, appointments, and travel arrangements.
  - Screen and prioritize incoming emails, responding to routine inquiries and routing important matters to the CEO.
  - Prepare CEO for all meetings (e.g. distribute meeting materials, prepare agendas) and coordinate follow-up tasks.
  - Assist the CEO with various projects and initiatives, as needed, tracking project progress and provide regular updates.
  - Provide the Board of Directors support, such as coordinating meetings (e.g. preparing agendas, distributing materials, etc.), ensuring that all board-related tasks are completed on time and accurately, and maintaining records and documents.
- Event Planning and Coordination:
  - Serve as the lead on event planning committees; plan and execute at least one major event per year, and potentially other, smaller events (i.e. lunch and learns).
  - Manage all aspects of event planning, including venue selection, food, budgeting, vendor coordination, agenda development, and guest list management.
  - Oversee event logistics, such as sponsorships, registration, vendor coordination, food and beverage, and audiovisual setup.
  - Coordinate with various departments and external stakeholders to ensure successful event execution.

#### QUALIFICATIONS

- Education and Experience
  - Bachelor's degree, however significant relevant work experience may be considered in lieu of a degree.
  - Minimum of 5 years of experience as an Executive Assistant or in a similar administrative role and 3 years in Event Planning.
- Skills and Abilities

- Proven experience in administrative assistance at the executive or C-Level.
- Proven experience in planning and executing large-scale events, specifically with developing and managing budgets.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Experience with or willingness to learn Microsoft Office tools, including, Outlook, Teams, Word, Excel, Planner, and SharePoint.
- Ability to work independently and as part of a team.
- 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 working in a non-profit environment (preferred).
- Other
  - This position is a hybrid-remote role with 1-2 days per week in our Minneapolis office. Other work may be performed remotely.
  - Must have a current driver's license.
  - 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 as associated with a remote environment.

## 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

This temporary position is for a 1099 independent contractor.

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>.