



American Indian Cancer Foundation®



## MISSION

The American Indian Cancer Foundation (AICAF) works to eliminate the cancer burdens of American Indian and Alaska Native (AI/AN) people through improved access to prevention, early detection, treatment, and survivor support.

## Position Title: Health Equity Program Coordinator

**Reports to:** Deputy Director

**Salary Range:** \$50,000-\$54,000/year DOQ

**Classification:** Full-time, Exempt

**Location:** Remote

## About AICAF

The American Indian Cancer Foundation (AICAF), a national nonprofit, is committed to supporting American Indian/Alaska Native (AI/AN) communities, tribal leaders, and healthcare providers with the knowledge and resources to improve cancer prevention, early detection, treatment, and survivorship outcomes across Indian Country. By educating and empowering, we can collectively work towards a cancer-free future for our people and future generations.

## Position Summary

AICAF is seeking a Health Equity Program Coordinator to support efforts for the Creating Connections Project.

The Creating Connections Project: Keeping Tobacco Sacred is grounded in the [two tobacco ways](#) principles that honor the original intention of traditional tobacco as a sacred gift from the Creator, used for cultural and spiritual purposes. This project recognizes the diversity of Indigenous tobacco traditions, including Peoples that do not use tobacco culturally.

Commercial tobacco use remains the leading cause of death among AI/AN populations. This project is dedicated to promoting restorative Indigenous cultural health practices while addressing the historical imbalances in the health status of AI/AN communities and individuals. By utilizing culturally based approaches, the project will gather, create, and disseminate tobacco control efforts and strengthen the understanding of how culture plays a vital role in recognizing tobacco as traditional.

This position offers an excellent opportunity to collaborate with Tribal and urban partners across Indian Country to support tobacco control initiatives grounded in tradition.

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

## Responsibilities

- The Health Equity Program Coordinator - under the supervision of the Deputy Director – will be responsible for the following:
  - Providing technical assistance to the Program Manager, to include:
    - Dissemination of information at conferences and other venues as requested
    - National Tribal Tobacco Conference
    - Gathering of Native Americans
    - Supporting and implementing Community Grant Initiatives to Tribal Nations
  - Coordinate with communications staff and designers to develop, share, and evaluate customized culturally tailored resources such as educational materials and communications (including PowerPoint Presentations, announcements, training manuals, fact sheets, brochures, social media messages, etc.), making sure to follow all branding requirements, style guides, and other org-wide communications policies.
  - Coordinate with communications staff to develop advertising strategy & marketing materials to announce and advertise program initiatives via AI/AN networks, web, social media, LinkedIn, etc.
  - Coordinate events such as planning team meetings, training and technical assistance events, and focus groups by providing support such as scheduling, preparing agendas, coordinating the development of presentations and materials, ordering food, compiling meeting notes, analyzing results, generating useful reporting documents, etc. These events will be via calls, webinars, or in-person site visits.
  - Track all assigned project activities according to the timeline and provide regular, timely updates to the Health Equity team.
  - Assist the program by providing administrative support to the senior project staff.
  - Keep organizational knowledge up to date by conducting literature reviews and maintaining a library of current research, policy, and data.
  - Process purchase requests for outreach materials and additional purchasing needs.
  - Work effectively as an AICAF team member through participation across organization initiatives.
  - Complete other duties as assigned.

## Qualifications

### Education and Experience

- Bachelor's degree in public health, education, nutrition, psychology, sociology, or relevant field (Master's preferred).
- 1+ years of experience with public health programs and working with American Indian/Alaska Native communities.
- Strong interest and experience in the areas of traditional tobacco, with the ambition to learn more.

### Skills and Abilities

- 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.
- Strong communication skills (written and verbal) with demonstrated abilities in computer technology, report writing, facilitation, team collaboration, and public speaking.
- Sensitivity to cross-cultural differences and ability to work effectively within diverse contexts, demonstrating 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.
- Commitment to fostering an inclusive, collaborative, and mission-driven workplace culture.

- Ability to navigate sensitive situations with discretion, integrity, and sound judgment.
- Experience with or willingness to learn Microsoft Office tools, including, Outlook, Teams, Word, Excel, and SharePoint.
- Demonstrated decision-making and problem-solving skills.
- Demonstrated high work ethic, integrity, and professional conduct.
- Strong passion for AICAF's mission, vision, and values.

#### Other

- Travel 3-4 times per year to Minnesota and other places across the country, for AICAF events, such as for conferences, grantee gatherings, Powwow for Hope, or staff training.
- Must have a current driver's license and willingness to drive a vehicle 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 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.
- Required to work in a dedicated, distraction-free, professional home office environment that's suitable for confidential work and video calls; and this workspace must have a reliable, high-speed internet connection.
- Ability to participate in virtual meetings, with video and audio turned on, and webinars associated with a remote environment.

### **Benefits Package**

Generous fringe benefits 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).

## **Application Instructions**

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.

### **E-Verify**

AICAF participates in [E-Verify](#) and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work may not be discriminated against on the basis of national origin or citizenship status.

### **Disclaimer**

AICAF reserves the right to change this job description at any time.

## **Why Work at AICAF?**

At AICAF, you'll join a passionate and dedicated team working to eliminate cancer burdens in American Indian and Alaska Native communities. We offer a collaborative, mission-driven environment where every role contributes directly to improving cancer outcomes for our relatives. Employees benefit from a flexible work environment, comprehensive health and wellness benefits, and opportunities for professional growth while making a meaningful impact.