



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: NCCCP Project Coordinator

Reports to: NCCCP Project Manager

Salary Range: \$61,000-\$66,000/year DOQ

Classification: Full-time, Exempt

Location: Remote (Must reside in Oklahoma or Texas)

About AICAF

The American Indian Cancer Foundation (AICAF), a national nonprofit, is committed to supporting Native cancer patients, 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

The NCCCP Project Coordinator position will focus primarily on the National Comprehensive Cancer Control Program (NCCCP), a nationwide initiative overseen by the Centers for Disease Control and Prevention (CDC). Through this program, the American Indian Cancer Foundation (AICAF) works to advance comprehensive cancer control efforts by collaborating with Tribal Nations, Indigenous organizations, and partners to reduce the burden of cancer among American Indian and Alaska Native communities.

The NCCCP Project Coordinator will work closely with, and under the supervision of, the NCCCP Project Manager and will assist with the implementation of the NCCCP Program. As the NCCCP Project Coordinator you will assist with and support the project efforts that include but are not limited to: 1) coalition building and facilitation, community engagement, collaboration, and buy-in support with various entities, such as tribal, local, state, and national organizations; 2) the development and dissemination of culturally tailored materials and messaging; 3) knowledge of traditional tobacco practices; 4) the ability to implement activities and strategies to support positive outcomes; and 5) familiarity and capacity to understand and implement policy, systems, and environmental changes related to colorectal cancer, tobacco cessation, lung cancer, and survivorship.

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

Responsibilities

- Work closely with the NCCCP Project Manager and as part of a team to review and establish program goals and deliverables, work plans, and timelines.
- Coordinate internal and external communications and maintain informative and respectful communications with various stakeholders (community partners, staff, coalition partners, consultants, and funders).
- Participate in the development and review of culturally tailored resources (educational materials, training and tools)
- Support the team in planning, tool development, recruitment, approvals, data collection, analysis, interpretation, and dissemination.
- Track all progress according to the deliverable deadlines and communicate project progress, needs, and potential issues via regular, timely updates.
- Deliver and share information with multiple audiences through written reports and verbal presentations (individual, group and web-based).
- Work effectively as an AICAF team member through participation across organization initiatives.
- Complete other duties as assigned.

Qualifications

Education and Experience

- Degree in a health care field, such as public health, nursing, clinical health, or similar (Associate's, Bachelor's or Master's).
- 2+ years of experience with public health programs and working with AI/AN health systems and/or communities.

Skills and Abilities

- Interest and experience in the areas of cancer control with the ambition to learn more.
- Experience in planning and/or implementing quality improvement strategies in a virtual coalition setting.
- Experience in grant/contract management (planning, tracking, evaluation, and reporting).
- Solid understanding of 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.
- 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 high work ethic, integrity, and professional conduct.
- Strong passion for AICAF's mission, vision, and values.

Other

- This position requires up to 15-20% travel, locally, regionally, and nationally. Other work may be performed remotely, though the candidate must live in Texas or Oklahoma.
- 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

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.