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: REACH Project Manager

Reports to: Cancer Programs Director
Salary Range: $75,000 - $80,000 Annually DOQ
Classification: Full-time, Exempt
Location: Remote with occasional travel (approximately 15-20%)

About AICAF

The American Indian Cancer Foundation (AICAF), a national nonprofit, is committed to supporting American Indian and Alaska Native (Ai/AN) 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 REACH Project Manager position involves active involvement in the Racial and Ethnic Approaches to Community Health (REACH) project, a nationwide initiative overseen by the Centers for Disease Control and Prevention (CDC). AICAF was one of fifty organizations to receive this funding aimed at improving health, preventing chronic diseases, and reducing health disparities among racial and ethnic populations with the highest risk, or burden, of chronic disease.

The REACH Project Manager will be responsible for oversight and implementation of the (REACH) project under the supervision of the Cancer Programs Manager. In this role, the AICAF team will lean into your expertise, which will include, but is 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 healthy eating, tobacco, well-being, and promotion of physical activity.

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

Key Responsibilities

- Develop, maintain, and report program activities; manage program budget; and participate in routine CDC meetings, annual performance reporting, and other required program reports to ensure compliance with funding and program requirements.
- Work with the leadership team on the implementation of organizational strategies, policies, and practices.
- Provide guidance and expertise as it relates to program implementation, policies, and coalition building through community collaboration and outreach.
- Provide program grant and contract oversight to effectively support and track employee workloads to successfully deliver program goals and deliverables according to work plans and timelines.
- Supervise and provide ongoing guidance, support, and performance oversight to a Project Coordinator, including workload prioritization, professional development, and alignment with program goals in a collaborative, consultative, and positive manner.
- Communicate program progress and potential issues via regular, timely updates.
- Maintain communications with clinic and community partners, consultants, and funders.
- Identify and pursue new projects and funding opportunities that fit within AICAF's strategic vision.
- Identify, develop, and support responses to relevant cancer issues related to the AICAF mission.
- Plan and disseminate findings to multiple audiences through reports, presentations, etc.
- Work effectively as an AICAF team member through participation across organization initiatives.
- Complete other duties as assigned.

Qualifications

- Education and Experience
    - Master's Degree in a health care field, such as public health, nursing, clinical health, or similar.
    - At least 3 years of experience with public health programs and working with AI/AN health systems and/or communities.
    - At least 3 years of experience in project management, including experience providing supervision to staff and managing workloads to meet program goals and deliverables.
    - Experience in grant/contract management (planning, tracking, evaluation, and reporting).
    - Solid understanding of evidence-based cancer prevention and control strategies.

- General Skills and Abilities
    - Must be highly organized and detail-oriented and be able to prioritize and carry out concurrent projects on deadlines, manage complex projects, and maintain self-direction (i.e. 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 diverse groups of people.
    - Strategic thinker who is also willing to do hands-on work
    - 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, mostly to Minnesota and Oklahoma. Other work may be performed remotely.
    - 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.