

Bay Mills Indian Community
Brimley, Michigan 49715
**Grand Traverse Band
of Ottawa & Chippewa Indians**
Suttons Bay, Michigan 49682
Hannahville Indian Community
Wilson, Michigan 49896
**Saginaw Chippewa
Indian Tribe**
Mt. Pleasant, Michigan 48858
**Little Traverse Bay
Bands of Odawa Indians**
Harbor Springs, Michigan 49740
**Nottawaseppi Huron
Band of The Potawatomi**
Fulton, Michigan 49502



Keweenaw Bay Indian Community
Baraga, Michigan 49908
**Lac Vieux Desert Band
of Lake Superior Chippewa**
Watersmeet, Michigan 49969
**Sault Ste. Marie
Tribe of Chippewa Indians**
Sault Ste. Marie, Michigan 49783
Pokagon Band of Potawatomi Indians
Dowagiac, Michigan 49047
**Match-E-Be-Nash-She-Wish
(Gun Lake Tribe)**
Dorr, Michigan 49323
**Little River Band
of Ottawa Indians**
Manistee, Michigan 49660

ITC is an equal opportunity provider, and employer.

2956 Ashmun Street, Suite A, Sault Ste. Marie, Michigan 49783
Phone: (906) 632-6896 Main Fax: 906-632-1810

NOTIFICATION OF JOB OPENING

Open/Closed Competitive

Job Title: Comprehensive Cancer Coordinator (full-time perm)
Department: Health Ed & Chronic Disease
Location: ITC Central Office, Sault Ste. Marie, MI 49783

The Inter-Tribal Council of Michigan, Inc. (ITC) is a state chartered 501 C3 non-profit organization consisting of eleven federally recognized Indian Tribes in Michigan. We offer a variety of services such as Child & Family, Educational, Employment and Health Services. Full-time permanent positions receive group term life insurance, short and long-term disability insurance, health insurance (BCBS) and a 401(K) Retirement plan. ITC also provides paid leave each year for 14 holidays, 3 personal days, minimum of 13 days vacation and 13 days sick for eligible employees/programs. Please visit our website at www.itcmi.org
Equal Opportunity Employer.

Job Summary:

Coordinate Comprehensive Cancer Prevention and Control initiatives among tribal health systems. Provide program oversight and monitor budgets. Coordinate direct training and technical assistance on the use of evidence based interventions. Monitor program activities and development of specific program plans. Prepare progress reports and support evaluation activities.

Job Specifications:

Bachelor of Science in Nursing, Health Education, Community Health, or related field required. Master's in Public Health preferred. Previous work experience in clinical settings working with providers preferred. Excellent interpersonal communication and organizational skills required. Strong computer skills necessary, including excel, powerpoint, webinar platforms and electronic file management. Must have valid driver's license and able to travel. Preference given to qualified Native Americans.

Send resume, transcripts, and verification of Native American status (if claiming preference) to:

Inter-Tribal Council
ATTN: Wendy Belleau
2956 Ashmun Street Suite A
Sault Ste. Marie, MI 49783

Phone: 906-632-6896 x 109
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Email: wendybp@itcmi.org

Date Posted: 10/12/17

Closing Date: 10/25/17
