



**TITLE:** Prevention & Policy Coordinator  
**FULL-TIME:** 40 hours per week

**REPORTS TO:** Prevention & Policy Manager  
**STARTING PAY:** \$40K-55K DOQ

The American Indian Cancer Foundation (AICAF) is committed to reducing cancer burdens for American Indian and Alaska Native people through improved prevention, early detection, treatment and survivor support. The PREVENTION & POLICY COORDINATOR will work across cancer prevention and policy projects to support sustainable strategies that will strengthen American Indian community systems and improve health outcomes. This individual must have interest and experience in the areas of tobacco, physical activity, and/or healthy eating for cancer prevention as well as the capacity to independently set and deliver outcomes in a fast-paced environment. This is a great opportunity to work with tribal and urban partners across Indian Country.

### Responsibilities Include

- Develop, share and evaluate customized culturally tailored resources (educational materials, training and tools). Deliver group presentations to a variety of audiences
- Facilitate meetings with ability to actively assist the group in shaping positive outcomes, compiling meeting notes, analyzing results and generating useful reporting documents
- Manage project budgets, work plans and timelines
- Communicate project progress and potential issues with multiple stakeholders (project partners & funders) and provide strategic guidance in a collaborative, consultative and positive manner
- Manage and track all assigned project activities according to the timeline and provide regular, timely updates to the manager and project team
- Identify and pursue appropriate new projects that fit within AICAF strategic vision and plans
- Work effectively as a member of the AICAF team through participation in organization wide initiatives
- Complete other duties as assigned

### Preferred Background and Skills

- Degree in public health, education, nutrition, psychology, sociology, or relevant field (Master's preferred)
- Experience with public health programs and working with American Indian communities
- Strong interest and experience in the areas of tobacco, physical activity and/or healthy eating
- Self-motivated with ability to prioritize and carry out concurrent projects on deadline
- Demonstrated ability to contribute, lead and excel in a team environment
- Demonstrated decision-making and problem-solving skills
- Excellent communication skills with demonstrated abilities in report writing, facilitation and public speaking
- Flexibility to travel and work in different work environments and outside of usual office hours as needed
- Abstinence from commercial tobacco and illegal drugs
- Strong passion for the mission and vision of the organization

### Essential functions

- Ability to remain at computer for long periods of time
- Ability to travel by vehicle and/or air as needed

**Compensation Package:** Salary and benefits, including paid vacation, holidays, sick leave, insurances (health, dental, short and long-term disability, life) and retirement plan with an employer match

**To apply:** Submit a cover letter and CV/resume to Melanie Plucinski at <mailto:mplucinski@AICAF.org> by 1.31.18. Find out more at [www.AICAF.org](http://www.AICAF.org). EOE/AA

Brief Summary for sharing via email or social media (with link to full description)

The American Indian Cancer Foundation is seeking a PREVENTION & POLICY COORDINATOR to work across cancer prevention and policy projects to support sustainable strategies that will strengthen American Indian community systems and improve health outcomes. This individual must have interest and experience in the areas of tobacco, physical activity, and/or healthy eating for cancer prevention as well as the capacity to independently set and deliver outcomes in a fast-paced environment. This is an excellent opportunity to work for a dynamic, high-energy team and organization. To apply: Submit a cover letter and resume to Melanie at [mplucinski@AICAF.org](mailto:mplucinski@AICAF.org) by 1.31.18. Find out more at [www.AICAF.org /employment](http://www.AICAF.org/employment) EOE/AA