



American Indian Cancer Foundation®

TITLE: Project Manager

FULL-TIME: Expected 40 hours per week

FLSA STATUS: Exempt/Salaried

REPORTS TO: Research and Evaluation Manager

STARTING SALARY: \$72-77K Annually DOQ

The American Indian Cancer Foundation (AICAF), a national non-profit, is committed to reducing cancer burdens for American Indian and Alaska Native (AI/AN) people through improved access to prevention, early detection, treatment, and survivor support.

As a Project Manager at AICAF, you will play a vital role in the oversight and implementation of various projects aligned with our mission. Reporting to the Research and Evaluation Manager, you will leverage your expertise in areas such as community outreach and engagement, collaboration, and project implementation. While you will contribute significantly to ongoing initiatives, your role extends to supporting the organization's broader goals.

RESPONSIBILITIES INCLUDE:

- 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.
- Provide regular guidance to employees in a collaborative, consultative, and positive manner.
- Communicate program progress and potential issues via regular, timely updates.
- Maintain communications with stakeholders such as 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:

- Bachelor's Degree in a health care field, such as public health, nursing, clinical health, or similar.
- 2+ years of experience with public health research programs and working with AI/AN health systems and/or communities.
- Experience with qualitative and quantitative research methods and analysis.
- Experience with Institutional Review Boards.
- This position requires up to 15-25% travel, locally, regionally and nationally. Other work may be performed remotely, though the candidate should live in MN.
- Must have a current driver's license.
- 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.

- Must demonstrate 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.
- Must be sensitive to cross-cultural differences and able to work effectively within their context.
- Demonstrated decision-making and problem-solving skills.
- Demonstrated high work ethic, integrity, and professional conduct.
- Excellent communication skills with demonstrated abilities in computer technology, report writing, facilitation, and public speaking.
- Strong passion for AICAF's mission, vision, and values.
- 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.
- Experience with or willingness to learn Microsoft Office tools, including, Outlook, Teams, Word, Excel, and SharePoint.

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.
- Ability to work in a remote environment having a workspace that can be utilized daily and without distractions.
- Ability to participate in virtual meetings, with video and audio turned on, and webinars as associated with a remote environment.

COMPENSATION PACKAGE

- Salary and generous fringe benefits package 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).

TO APPLY

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.

Disclaimer: The organization reserves the right to change this job description at any time.

The AICAF mission is to eliminate cancer burdens on American Indian and Alaska Native people through prevention, early detection, treatment and survivor support. Find out more at <https://americanindiancancer.org>.