



American Indian Cancer Foundation®

TITLE: Evaluation Projects Coordinator

REPORTS TO: Operations Manager

FULL-TIME: 40 hours per week

SALARY: \$45,000 - 55,000 DOQ

The American Indian Cancer Foundation is committed to reducing cancer burdens on American Indians through education, improved access to prevention, early detection, treatment and survivor support. The EVALUATION PROJECTS COORDINATOR plays a lead role within AICAF across multiple research and evaluation projects. This individual must have program evaluation experience and the capacity to get things done in a fast-paced environment. This is an excellent opportunity to work for a dynamic, high-energy organization.

RESPONSIBILITIES INCLUDE:

- Take a lead role in the assigned evaluation and research projects throughout all phases: planning, tool development, recruitment, approvals, data collection, analysis, interpretation and dissemination.
- Manage and track all activities according to the timeline and provide regular, timely updates to project team.
- Maintain project budget, by tracking and monitoring expenses and producing timely financial reports.
- Communicate project progress and provide strategic guidance in a collaborative and consultative manner.
- Manage internal and external communications with multiple stakeholders.
- Plan and conduct dissemination of findings to multiple audiences through reports, presentations, etc.
- Develop and evaluate customized resources (training and tools) for clinic systems and community members.
- Identify and pursue appropriate new evaluation projects that fit within AICAF strategic vision and plans.
- Work effectively as a member of the AICAF team through participation on organizational wide initiatives.
- Complete other duties as assigned.

Preferred Background and Skills

- Master's degree in Public Health (or related field).
- Professional evaluation experience and coursework.
- Experience working with IHS/Tribal/urban health systems.
- Self-motivated with ability to prioritize and carry out concurrent projects on deadline.
- Consistent ability to set and deliver outcomes in a fast-paced environment.
- Demonstrated experience planning, tracking, and documenting projects.
- Demonstrated decision-making and problem-solving techniques.
- Persistent attention to detail, while maintaining an overall view.
- Demonstrated statistical, analytic and conceptual skills.
- Must have demonstrated work ethic, integrity and professional conduct.
- Must have excellent communication skills and demonstrated abilities in report writing and public speaking.
- Available and flexible to work beyond the usual office hours as needed to get the work done.
- Regular travel is required, therefore must have a current driver's license, vehicle and proof of insurance.
- Abstinence from commercial tobacco and illegal drugs.
- Strong passion for the mission and vision of the organization.

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 resume to Neely at nsnyder@aicaf.org by January 30, 2015.

The AICAF mission is to eliminate cancer burdens on American Indian families through education, prevention, early detection, treatment and survivor support. Find out more at www.AICAF.org EOE/AA