



TITLE: Project Coordinator
FULL-TIME: 32-40 hours per week

REPORTS TO: Evaluation Manager
SALARY: \$40,000 - \$50,000 DOQ

The American Indian Cancer Foundation is committed to reducing cancer burdens for American Indians through education, improved access to prevention, early detection, treatment and survivor support.

The Project Coordinator will work with AICAF staff and clinic teams to increase patient tobacco cessation, cancer screening practices with American Indian patients at tribal and Indian Health Service clinics in Minnesota and across the Northern Plains. The projects address clinic goals including development of clinic policies, electronic health record system support, provider training, educational materials, and linkages with community health programs for culturally appropriate patient outreach, education, and navigation. This individual will work as part of a project team on multiple projects, and should have interest and experience in the areas of quality improvement processes, evaluation, or research; educational materials development and training on health topics; and a commitment to developing strong program planning, implementation, and research skills.

This is an excellent opportunity working with a dynamic, high-energy, non-profit organization.

RESPONSIBILITIES INCLUDE:

- Provide support for clinical practices conducting quality improvement projects in partnership with AICAF team.
- Develop and maintain working relationships clinic staff at multiple clinical sites.
- Develop rapport with critical staff, problem solve, and establish systems fitting the culture of the individual site.
- Manage and track all assigned activities according to the timeline and provide timely updates to project team.
- Assist with the development of data collection tools as needed to meet project goals.
- Develop and evaluate customized and culturally-tailored resources (training and tools).
- Plan and share resources with multiple audiences through reports, presentations, etc.
- Conduct medical and scientific reference searches, including abstracting data from published sources, and summarizing articles to assist with resource development and other writing such as grants, reports, and scientific articles.
- Work effectively as a member of the AICAF team through participation on organizational wide initiatives.
- Complete other duties as assigned.

PREFERRED BACKGROUND AND SKILLS:

- Bachelor's degree required; in public health, epidemiology, psychology, sociology, nursing, or related field is preferred. Master's preferred.

- Experience with public health programs and/or experience in health care research or quality improvement experience in primary care medical settings is preferred.
- Excellent communication skills including:
 - Demonstrated abilities in report writing and public speaking.
 - Ability to negotiate with clinic personnel, develop rapport with critical staff, problem solve, and establish systems that fit the culture of the individual research site.
 - Experience communicating (both written and verbal) with medical providers, researchers, quality improvement teams, and clinical managers preferred.
- Experience working with American Indian communities.
- Self-motivated with excellent organizational skills and the ability to prioritize and carry out concurrent projects on deadline.
- Demonstrated ability to contribute, lead and excel in a team environment.
- Consistent ability to set and deliver outcomes in a fast-paced environment.
- Demonstrated decision-making and problem-solving techniques.
- Demonstrated work ethic, integrity and professional conduct.
- Abstinence from commercial tobacco and illegal drugs.
- Strong passion for the mission and vision of the organization.
- Ability to travel to and work at multiple locations.
- Ability to adapt to different work environments.

Compensation Package:

Competitive salary and benefits (paid time off, insurance and retirement plan with an employer match).

To apply:

Submit a cover letter and resume to Peggy O'Halloran at pohalloran@aicaf.org by January 31, 2016.

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