



## JOB DESCRIPTION

### Cancer Program Engagement Coordinator

<b>Department:</b>	<b>Health &amp; Wellness Programs</b>
<b>Reports to:</b>	<b>Health &amp; Wellness Programs Manager</b>
<b>FLSA Classification:</b>	<b>Non-Exempt</b>
<b>Range:</b>	<b>9/10 \$31.63 - \$34.19 hr.</b>
<b>Location:</b>	<b>On-site</b>

**Position Summary:** The Cancer Programs Engagement Coordinator is responsible for the overall coordination and implementation of cancer plan strategies outlined by the Advisory Committee. This role will be responsible for leading all committee meetings, workgroups, and activities. Priorities of this role include engaging new stakeholders as well as enhancing existing partnerships that work with intertribal programs providing cancer awareness and education. The cancer programs are funded primarily by the Centers for Disease Control (CDC) and a portfolio of smaller, private grants and donations. Cancer Programs Engagement Coordinator Lead oversees activities and meetings to ensure cancer plan development and implementation is being supported. Position onsite at Intertribal Planning Center (Shelton)

#### **Responsibilities**

- Convene the Bi-Monthly Advisory Committee meetings and develop work groups for deliverable-based activity implementation.
- Assist participating Tribal communities in developing cancer plan and supportive education materials.
- Develop education materials with coalition members, partners and staff from other CDC-funded cancer programs as well as chronic disease prevention and health promotion programs to present a clear and consistent vision of what needs to be accomplished to increase cancer prevention.
- Coordinate the technical assistance and support for the programs' Advisory Committees.
- Coordinate and facilitate meetings, trainings, intertribal communications, and conferences involving stakeholders, partners, and Tribal partners.
- Communicate projected budget needs with CCC Program Coordinator for approved expenditures, modifications, and justifications per grant deliverables and SPIPA Grant/Contract Management policy.
- Perform bi-annual committee quality improvement/quality assurance reviews with staff and report results to the internal and external stakeholders, partners, funders, and Tribal partners.
- Collaborate with cancer program staff to develop and maintain reports and dissemination products for staff, Tribes and partners for delivery to stakeholders (increasing engagement) as necessary.
- Provide written and oral presentations of grant accomplishments when requested and approved by SPIPA.

The Cancer Programs Engagement Coordinator, as an employee of the South Puget Intertribal Planning Agency, is expected to collaborate, engage, and work closely with all SPIPA programs to fully support the agency's Vision, Mission, and Core Values in accordance with all Agency directives.

#### **Minimum Requirements**

- Master's Degree in Public Health, Human Services, or related field with one (1) year professional work experience in community health, family or social services; **or**

- Bachelor's Degree in Public Health, Human Services, Social Sciences or related field with three (3) years professional work experience in community health, family or social services; **or**
- Associate's level study in Health, Human Services, or related field with five (5) years related and appropriate work experience; **or**
- Comparable combination of education, training, and professional work experiences.
- Documented experience in data collection, management, and data base development.
- Strong computer skills with three years' experience with Microsoft Office programs including Word, Access, Excel and Publisher required.
- Demonstrated ability to work cross-culturally with Native American individuals and communities or similar economic disadvantaged groups.
- Knowledge of rural health and social services issues and programs preferred.
- Excellent writing, organizational, and oral communication skills required.
- The applicant must pass a criminal history background check and pre-employment drug screen.

**Essential Functions/Physical Abilities**

Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; occasionally lifting medium objects generally less than 20 pounds. Occasional travel to Consortium Tribe locations and selected in state and out of state conferences and trainings. Ability to safely operate a motor vehicle.

**Drug-Free Workplace:** SPIPA is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. This position requires successful completion of a pre-employment drug test.

**Confidentiality:** This position will have knowledge of confidential personal and personnel information regarding others. The employee will be required to sign a Confidentiality Agreement and adhere to applicable standards.

**Equal Opportunity:** SPIPA is an equal opportunity employer. However, Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium Tribes, federally recognized Tribes or Alaska Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

**To Apply:** Complete a SPIPA Employment Application packet and send with cover letter stating why you believe your qualifications make you the best fit for this position and resume including three work related references to:

Archie Smith, Human Resource Manager  
 South Puget Intertribal Planning Agency  
 3104 SE Old Olympic Hwy  
 Shelton, WA 98584  
 archiesmith@spipa.org

**SPIPA Employment application is available online at <http://www.spipa.org> under Agency & Job Opportunities or by calling (360) 426-3990**