



Position Description: Community Outreach Coordinator (Black Hawk County)

The [Iowa Cancer Consortium](#) is a statewide coalition working to advance cancer prevention and control in Iowa through advocacy, equity, and collaboration. As a leader in [cancer control](#), the Consortium helps health care providers, public health professionals, cancer survivors, caregivers, researchers, volunteers, and advocates access resources, expertise, and non-competitive collaboration for a bigger impact in cancer prevention, early detection, treatment, quality of life, and health equity. The Consortium believes access to cancer services and outcomes should not depend on race, creed, color, national origin, age, ability, sex, sexual orientation, or gender identity.

In Iowa, the African American/Black population has the highest age-adjusted cancer mortality rate compared to all other racial and ethnic populations ([source](#)). The Iowa Cancer Consortium is accepting applications for a contracted Community Outreach Coordinator – individual or organizational – to provide cancer control outreach and partnership development to support implementation of the [Iowa Cancer Plan](#) within African American/Black communities in Black Hawk County, Iowa. This contracted position is for eight hours per week (number of hours is moderately negotiable). The contract period ends on June 30, 2022, with the possibility of annual extension based on ability to meet contract deliverables, organizational and community needs, and available funding. Work hours are flexible but will include at least one weekly team meeting.

Location

Work may be primarily remote, but occasional local and in-state travel is required. Workspace in Coralville, Iowa, is available for occasional in-office work.

Compensation

The Community Contractor position is compensated at a rate of **\$31.25 per hour**. Additional compensation includes:

- Up to **\$500 in professional training/development** in cancer control, health equity, social determinants of health, public health, implementation of evidence-based interventions, group/meeting facilitation, public speaking, and/or related knowledge or skills.
- **Travel reimbursement** up to \$500 in accordance with the Consortium's [travel policy](#).

If needed, the Consortium will also provide a laptop computer or tablet and webcam for the duration of the contract.

Responsibilities

- Connect African American/Black communities and organizations/individuals serving African American/Black communities in Black Hawk County and surrounding areas to cancer control training,



resources, partnerships, and opportunities for input into cancer control activities and planning, and Consortium membership. Work with other organizations and individuals serving African American/Black communities in the Black Hawk County area to ensure efforts are amplified and not duplicated.

- Work with Consortium staff to develop additional contract deliverables based on contractor input and interest and community needs.
- Represent the Consortium in alignment with its [brand guidelines and values](#).
- Provide staff support for one statewide workgroup or committee that meets regularly (typically monthly to quarterly):
 - Work with workgroup (co)chair(s) and Consortium program team to set group priorities and meeting agendas.
 - Communicate with workgroup/committee. Distribute agendas, minutes, and other materials.
 - Arrange for speakers when needed.
 - Facilitate meetings as needed in partnership with workgroup/committee (co)chair(s).
 - Communicate with workgroup/committee members and distribute materials.
 - Take attendance and record meeting minutes.
 - Communicate workgroup activities, priorities, and needs to other Consortium staff.
- Collect and report on activities and impact.
- Recommend speakers and content for Consortium events and communication.
- Maintain honest, constructive, open, and consistent communication with Consortium teammates.
- Attend weekly virtual implementation team meeting and/or staff meeting.
- Participate in organizational short and long-term strategic planning.
- Comply with Consortium [bylaws, policies, and procedures](#).

Qualifications

Required:

- Extensive knowledge of and experience related to health- and cancer-related issues facing African American/Black communities in Iowa.
- Demonstrated understanding of and commitment to addressing issues of equity, institutional and structural racism, bias, and social determinants and their impact on health in underserved and underrepresented communities.
- Personal or professional experience with cancer, cancer control, public health, health care.
- Excellent written, oral, and interpersonal communication skills, including the ability to present to diverse audiences.
- Proficiency with computer software applications, including Microsoft Office Suite, Google products, and Zoom webinar/web conferencing software. Ability to learn new applications.
- Valid driver's license. (Local and in-state travel is required.)
- Must reside in Iowa.



Desirable:

- Experience developing organizational partnerships.
- Experience with community outreach and engagement activities, with emphasis on working with underrepresented populations and the medically underserved.
- Experience with identifying, implementing, and evaluating evidence-based activities.
- Knowledge of the Iowa Cancer Consortium and its programs, policies, and partners.

To Apply

All applicants: Please submit a resume and letter describing interest and qualifications to staff@canceriowa.org by 5:00 p.m. CST on September 27, 2021.

Organizational applicants:

- An individual must be designated for the Community Outreach Coordinator contract position – the role may not be filled by multiple individuals. Please submit the resume of the designated individual with your letter.
- In addition to addressing interest and qualifications, please address the following within your letter:
 - How the pay structure within your organization aligns with the compensation offered in this opportunity.
 - Availability of organizational leaders, supervisors, and other key players to meet with the selection committee on behalf of the application during the selection process.
 - If and how the Community Outreach Coordinator position will be combined with another role in your organization.

Questions

Please direct questions to Kelly Sittig at sittig@canceriowa.org or 319-335-8816.

Thank you!