Job Title:  
Public Health Project Manager

Project:  
Public Health Programs/Grants

Reports to:  
Executive Director or Designee

Position Overview:
The Public Health Project Manager serves as the principal NIHB public health representative and provides comprehensive technical and administrative advice and assistance to all NIHB public health related grants, contracts, and activities. The incumbent advocates for tribal needs related to public health issues, infrastructure, review, and programs and therefore must be well informed regarding tribal needs, infrastructure, and programs. The incumbent will need to understand the political environment surrounding public health and find ways to diplomatically navigate and succeed in it. The incumbent must be highly motivated and creative in searching for, proposing, and obtaining grant and other types of funding to support public health activities. The incumbent must be proficient at grants and project management, budgeting, program design and development, and review and evaluation. Supervise public health program staff as assigned. Assess staffing needs, create job descriptions, advise Executive Leadership on staffing needs and how they serve public health mission of NIHB. The incumbent will do strategic relationship development and maintenance. The Public Health Project Manager also will be responsible for grant compliance, building the NIHB’s public health portfolio.

Essential Functions:
- Serves as the NIHB public health program representative in dealings with tribal federal, state, tribal, and local governments and with various public, nonprofit, and private organizations, agencies, and institutions.
- Maintains currency in advancements in the public health field and accurately projects the impact of these changes on programs in Indian country.
- Conducts grant/contract assessments and prepares reports necessary to program continuity and reporting. Monitors compliance with grant/contract requirements. Identifies problems and negotiates corrective action concerning programmatic issues and basic budgetary management.
- Plans, promotes, and develops public health projects/programs by stimulating activity and providing leadership.
- Develops budgets, staffing plans, and action plans to ensure proper personnel, facilities, and supplies to meet grant/contract deliverables and reporting.
- Provides technical assistance, consultation, and guidance to tribal, national, state, and/or local agencies, health-related organizations, research entities, and institutions to develop, extend, and improve public health studies, programs, systems, infrastructure, strategies,
and services.

- Assists with the development and implementation of effective communication strategies to disseminate public health information to tribes, tribal health departments, and other entities as needed.
- Performs work related to the initiation, administration, and close-out of contracts, grants, or cooperative agreements.
- Assists in the development of public health staff to ensure timely and needed career development and training.

**Minimum Job Requirements:**

**Education:**
- Master’s in Public Health or similar field

**Experience:**
- Five years of experience in:
  - Grants writing and management,
  - Management of public health programs or projects, and
  - Research and evaluation.
- Knowledge of the national public health care agenda, issues, impacts, and American Indian and Alaska Native people.
- In depth knowledge of public health programs, research, infrastructure, and current issues and best practices.
- Ability to communicate effectively both orally and verbally, using generally accepted correspondence and report formats.
- Demonstrated skill in developing work processes using automated equipment.
- Ability to manage multiple tasks and projects.
- Skill and ability to use automated office equipment and software programs.
- Ability to use tact and diplomacy with all sensitive issues and special situations.
- Ability to research and analyze documents.

**Specialized knowledge, licenses, etc.**
Must have a valid state driver’s license.

**Supervisory Responsibility, if any:**
- Behavioral Health Program Manager
- Public Health Project Coordinator

**Working Conditions:**
- Work in an office environment and structure with both workstations and offices
- Sit for long periods of time and use a personal computer
- Retrieve documents from book shelves, file cabinets, etc.
- Travel extensively via air and auto.
- Own and operate a personal vehicle and obtain valid liability insurance.
- Work under pressure and deadlines within short time frames
- Work after hours, as needed.

**Other Qualifications:**
Except as provided by Title 25 CFR, Section 473 which allows for Indian preference in hiring, the NIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.