

National Indian Health Board



Seeking an Enthusiastic Public Health Project Coordinator to Build, Promote, and Maintain Policy, Programmatic, and Communications Work across Several Public and Behavioral Health Projects

Position Summary:

NIHB seeks an experienced project coordinator for current and future public health programs, including projects with a focus on behavioral health program implementation, materials development, and health promotion. The Project Coordinator will work with the Director and Deputy Director of Public Health Policy and Programs to coordinate the implementation of a nation-wide smoking cessation project supporting Tribes in their local efforts and creating national materials to advance commercial tobacco cessation, efforts to evaluate the effectiveness of opioid prevention within Tribal clinics, and efforts to support the behavioral health priorities and capacity building (on topics such as suicide, substance use, and adverse childhood experiences). This position will assume responsibility for daily tasks, ensuring that work plan deliverables are being met, and coordinating communication with Tribal and other constituents. The position may work on other projects within the public health department, as assigned and appropriate.

Duties and responsibilities of this position include, but are not limited, to the following:

This position will provide critical programmatic, communications, administrative, and policy support to the NIHB Public Health Policy and Programs Department, and will work on key activities within projects that focus on tobacco cessation, substance use, and behavioral health, among others, and is charged to:

- Create materials, resources, tools and templates to support Tribal prevention, outreach, education, and treatment activities;
- Provide support to Tribal leaders serving on federal advisory committees;
- Manage all elements of issuing and monitoring subawards to Tribes and Tribal organization to advance project objectives;
- Provide training and technical assistance to Tribal staff and Tribal leaders on elements of public and behavioral health programming and infrastructure;
- Conduct research and analysis on policies, programs, and strategies in order to create materials, job aides, or compendiums.
- Act as a NIHB liaison in matters related to public and behavioral health programs;
- Identify and develop strategic partnerships that will support further growth and sustainability of the public health department, organization, and project;
- Attend partner calls to assess needs and disseminate information on the project;
- Assist in internal evaluation efforts for effectiveness and efficiency, as well as compliance with grant deliverables; identify gaps and opportunities to improve performance;
- Identify problems and negotiate corrective action concerning programmatic issues;
- Manage project's progress to ensure benchmarks and objectives are met;
- Develop and maintain accurate documentation for program activities and deliverables;
- Assist with the preparation and submission of project reports in a professional and timely

manner;

- Develop and disseminate outreach and education materials for newsletters, web content, emails, and guides;
- Work collaboratively on communications with Tribal grantees and general audiences on grant-related materials;
- Maintains currency in advancements in the public health field and accurately projects the impact of these changes on programs in Indian country;
- Assist in planning and executing organization conferences including National Tribal Health Conference, National American Indian and Alaska Native Behavioral Health Conference, and National Tribal Public Health Summit;
- Prepare grant reports and tracking documentation;
- Assist in organization of project files and documentation of project activities; and
- Perform other duties, as assigned.

Required qualifications include, but are not limited, to the following:

- Undergraduate degree in communications, political science, public health, public administration, social work, health administration, or other relevant subject;
- A minimum of 2 years' experience in public health programming, and/or research and evaluation;
- Experience in health and public health policy development and analysis, combined with knowledge about public health program implementation, national health care agendas, issues, impacts, and trends, as they relate to American Indians and Alaska Natives;
- Experience working across multiple projects and prioritizing tasks;
- Strong organizational skills and the capacity to execute priorities in a timely manner; and
- Experience with federally and privately funded grant operations and implementation;
- Excellent verbal and written communications, and interpersonal skills; and
- An interest in American Indians and Alaska Natives cultures and the health of those populations. Experience working in Indian Country preferred.

The NIHB offers a mission-driven, fast-moving environment where intelligence, flexibility, and good humor are valued. Since its founding by the nation's Tribes in 1972, NIHB remains the Country's only national organization solely devoted to improving Tribal health and public health care for American Indian and Alaska Natives.

This position is based in the NIHB office in Washington, DC. NIHB is an Equal Opportunity Employer. Please see www.nihb.org for more information.

HOW TO APPLY: Interested candidates should prepare the following information and e-mail it as instructed below:

1. Resume
2. Cover letter

Send your application in one PDF to: jobs@nihb.org with your name and the title of the position you are applying for in the subject line.

Applications are reviewed on a rolling basis until a qualified candidate is secured.