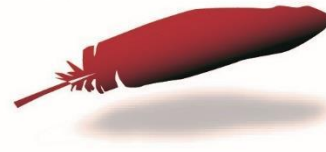


National Indian Health Board



Seeking an Enthusiastic Oral Health Policy and Communications Associate to Build, Promote, and Maintain Oral Health Policy, Programmatic, and Communications Work

The National Indian Health Board (NIHB) is seeking to hire an Oral Health Policy and Communications Associate to help with activities to support the Tribal Oral Health Initiative. The Associate reports to a senior congressional relations staff member and is a member of the Congressional Relations Department due to the Initiative's advocacy components. The position requires strong organizational and communication skills, project management capabilities, and the ability to think strategically about how to support Tribes and Tribal leaders as they seek to expand their healthcare access. The successful candidate will be an individual with vision, passion, commitment, knowledge, skills and a proven track record in achieving measurable advancements in health policy and programs.

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

This position is a key position within NIHB, providing critical administrative, program and policy support to the NIHB Congressional Relations Department, and serving as the lead associate on the Tribal Oral Health Initiative, as well as oral health program and policy communications work. This position primarily focuses on advocacy, outreach and education, and communications efforts and is charged to:

- Disseminate the Tribal Oral Health Initiative's resources and activities on a variety of communications tools, including social media, email, and other methods;
- Implement broad-based communications outreach and education to raise awareness on the state of oral health in Indian Country and innovative solutions to address Tribal needs;
- Disseminate NIHB materials related to the Tribal Oral Health Initiative and the Congressional Relations Department to key stakeholders in Indian Country;
- Manage communications related to the activities of the Tribal Oral Health Initiative;
- Lead NIHB's efforts to engage with Tribes and Area Indian Health Board on IHS's expansion of the Community Health Aide Program (CHAP), ensuring Tribes have timely access to developments;
- Coordinate the communications and logistics for meetings of the National Tribal Dental Therapy Planning Committee;
- Help to develop, update, and disseminate the Tribal Oral Health Initiative's body of written materials;
- Maintain accurate data on oral health services, health status and evaluate program efficiencies;
- Assist with the proposal approval process for grantees of the Tribal Oral Health Initiative;
- Provide technical assistance to grantees receiving funds from the Tribal Oral Health Initiative;
- Establish and maintain relationships with oral health experts and stakeholders in Indian Country;
- Evaluate legislation and budget issues at both the national and state levels and ascertain their impact on the provision of oral health services in Indian country;
- Participate in the periodic meetings of the CHAP Tribal Advisory Group;

- Assist with the preparation of congressional testimony related to oral health issues, writing timely reports about congressional hearings and other meetings as appropriate;
- Assist as needed in planning and implementing the NIHB National Tribal Health Conference; and
- Work effectively and efficiently with all internal staff, members of Congress and their staff, Indian Country stakeholders, external vendors/contractors, and others.

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

- Undergraduate degree in political science, public administration, health administration, or other relevant subject, and an advanced degree (JD, MBA, MPA, MPH etc.) preferred;
- Minimum of 1 year of experience in a legislative affairs or community mobilization role;
- Possess excellent verbal and written communications and interpersonal skills, including proven success and experience with effective, public speaking;
- Experience with grant implementation and/or management, and preparing education and advocacy materials;
- Strong experience in health policy development and analysis combined with knowledge about the national health care agenda, issues, impacts, and trends, as they relate to American Indians and Alaska Natives;
- Strong organizational skills combined with the capacity to execute on priorities in a timely manner; and
- A strong personal interest in American Indians and Alaska Natives cultures and the health of those populations.

The NIHB offers a mission-driven, fast-moving environment where intelligence, flexibility, and good humor are valued. We operate with excellence in mind in all matters and the confidence to defend and debate ideas without ego interfering to create the best outcome possible. Since its founding by the nation's Tribes in 1972, NIHB remains the Country's only national organization solely devoted to improving Tribal health care for all American Indian and Alaska Natives.

This position is based in our offices in Washington, DC. No relocation funding provided.

American Indians and Alaska Natives strongly encouraged to apply. Please see www.nihb.org for more information. NIHB is an Equal Opportunity Employer.

HOW TO APPLY: Interested candidates prepare the following information about yourself and email it as instructed below:

1. Your resume;
2. Your cover letter;
3. Salary history

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.