

# National Indian Health Board



**Job: Public Health Project Coordinator**

**Reports to: Director of Public Health Policy and Programs or Public Health Policy and Program Manager**

**Project: Varies**

## **Position Summary:**

The National Indian Health Board (NIHB) seeks an experienced Project Coordinator for current and future public health programs. The Project Coordinator will work with the Director of Public Health Policy and Programs and/or Department Managers to identify public health priorities, research available funding and resources, write grant applications, design and implement programs, prepare program reports, evaluate projects, and utilize evaluation information to improve performance. The Coordinator will also work with colleagues in the Public Health Programs and Policy Department and organization wide, to envision, coordinate and implement public health events including the NIHB National Tribal Public Health Summit. Included in the above duties, the Coordinator will deliver training and technical assistance, coordinate and facilitate meetings with the appropriate stakeholders, conduct research on relevant topics, draft and disseminate communications to constituent audiences, and keep careful records of all projects accomplishments. Coordinators must be able to lead a project team, interface with funders and the public. Successful coordinators will be outcome driven, adept at problem solving, organized, and flexible and comfortable in a fast paced work environment.

## **Principle Duties and Responsibilities:**

- Serve as NIHB liaison and subject matter expert to assist the Tribes in matters related to public health policy and programs
- Identify and develop strategic partnerships and resources to support Indian Country and advance the work of NIHB and the Public Health Policy and Program Department
- Maintain currency in advancements in the public health field and provide analysis on the likely impact of these changes on programs and health status in Indian Country
- Conduct policy research to support Tribal leaders as they develop policy positions on health and public health topics
- Serve as an expert on public health policy and program technical assistance /training needs
- Research and write articles, news briefs, web content, e-mail blasts, social media posts and other forms of mass communication for dissemination to Indian Country and other stakeholders
- Coordinate and facilitate partner/stakeholder meetings to assess technical assistance needs and disseminate information on assigned public health projects and initiatives
- Assist in planning and executing NIHB's annual national conferences including NIHB's Tribal Public Health Summit, the NIHB American Indian Alaska Native Behavioral Health Conference, and NIHB's National Tribal Health Conference
- Identify funding opportunities; write grants to ensure sustainability and advance vision and mission of the organization; write budgets for project proposals
- Implement projects, track progress to ensure benchmarks and objectives are met; monitor spend down
- Develop and maintain accurate documentation for program activities and deliverables
- Identify problems and negotiate corrective action concerning programmatic issues
- Prepare and submit project reports in a professional and timely manner
- Evaluate efforts for effectiveness and efficiency, as well as compliance with grant deliverables; identify gaps and opportunities to improve performance

- Work directly with the funder and facilitator to plan and recruit participation for all relevant project meetings
- Conduct planning and provide logistical support for in-person meetings, conference calls and other events
- Conduct research and provide technical assistance to Tribal leaders and meeting participants
- Coordinating travel for meeting participants
- Take minutes and prepare reports for committees, workgroups and/or other bodies
- Provide factual information, review and analysis of legislative, budget and policy issues relevant to focus area of assigned projects and initiatives
- Build relationships in Indian Country with Tribal leaders, Health Directors and others involved in public health work

## **Qualifications**

### **Education:**

- Preferred: Master's degree in Public Health, Health Administration, Health Science, Public Policy, Public Administration or similar field. Knowledge, Skills, and Abilities:
- A minimum of four (4) years' experience in management of public health programs / projects (should include experience in grant writing, program evaluation, and reporting).
- Experience with federally and privately funded grant operations
- Strong writing and oral communication skills
- Strong organizational skills
- Ability to multi-task, manage priorities and excel in a fast paced work environment
- Ability to work with diverse teams of people
- Experience working with Tribes strongly preferred.

**This is a full time, Washington DC-based position; some travel will be required.**

### **HOW TO APPLY:**

**Interested candidates please, prepare the following information:**

- **Resume**
- **Cover letter**
- **Salary History**

Send this information to [jobs@nihb.org](mailto:jobs@nihb.org) with your name and the title of the position you are applying for in the subject line. This mission-driven organization welcomes staff dedicated to advancing American Indian and Alaska Native health. If you want to make a positive difference in the health of America's Native Peoples – this is the place for you.

**Please see [www.nihb.org](http://www.nihb.org) for more information.**

**Application Deadline: Open until filled.**