

National Indian Health Board



Seeking an enthusiastic Public Health Project Coordinator to lead NIHB's Native youth engagement

The National Indian Health Board (NIHB) is seeking to hire a Public Health Project Coordinator to conduct activities to support the Native youth engagement work of the organization. S/he reports to a senior public health staff member and is a member of the Public Health Policy and Programs Department. The position requires strong organizational and communication skills and the ability to think strategically about how to support Native youth in their roles as national advocates for Indian health. 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, and are not limited to the following:

The Public Health Project Coordinator is a key position within NIHB, providing critical administrative, program and policy support to the NIHB Public Health Policy and Programs Department, and serving as the lead coordinator on Native youth engagement and the Native Youth Health Policy Fellowship. This position primarily focuses on outreach and education efforts and will:

- Develop, maintain, and provide technical assistance to the NIHB's Native Youth Health Policy Fellows; and
- Lead the planning and implementation of the Native Youth Health Leadership Summit(s); and
- Attend regularly held partner calls to assess technical assistance needs and disseminate information on the project ; and
- Coordinate and help facilitate technical assistance and training delivery to Native youth and Tribal communities on healthy lifestyles, behavioral health, and Indian health workforce development; and
- Evaluate efforts for effectiveness and efficiency, as well as compliance with grant deliverables; identify gaps and opportunities to improve performance; and
- Identify problems and negotiate corrective action concerning programmatic issues; and
- Manage project's progress to ensure benchmarks and objectives are met; and
- Develop and maintain and accurate documentation for program activities and deliverables; and
- Prepare and submit project reports in a professional and timely manner; and
- Develop and disseminate outreach and education materials for newsletters, web content, emails, and guides; Work collaboratively on communications with Native youth and general audiences on grant-related materials; and
- Maintain currency in advancements in the public health field and accurately project the impact of these changes on programs in Indian country; and
- Assist in planning and executing conferences including a National Tribal Health Conference and a Tribal Public Health Summit; and

- Maintain accurate data on American Indian and Alaska Native youth, health status and evaluate program efficiencies; and
- Implement broad-based outreach and education to raise awareness on the state of health of American Indian and Alaska Native youth, children and families in Indian Country and innovative solutions to address Tribal needs; and
- Develop and contribute articles and other written materials to NIHB web-based and printed publications, brochures, action alerts and issue briefs; and
- Work effectively and efficiently with all internal staff, Indian Country stakeholders, external vendors/contractors, and others; and
- Other duties as assigned.

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

- Bachelor's in Public Health, Social Work, Behavioral Health, Counseling or similar field
- Knowledge, Skills, and Abilities:
 - A minimum of two years of experience in: management of public health programs or projects, and research and evaluation.
 - Experience with federally and privately funded grant operations
 - Strong writing and oral communication skills
 - Ability to multi-task and manage priorities
 - Ability to work with diverse teams of people
 - Strong organizational skills combined with the capacity to execute on priorities in a timely manner
 - 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 for all American Indian and Alaska Natives.

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

The salary range for this position is \$50,000 - \$65,000 annually.

American Indians and Alaska Natives strongly encouraged to apply. Please see www.nihb.org for more information. EOE.

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

1. Your resume;
2. Your cover letter.

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