

# National Indian Health Board



## **ANNOUNCEMENT OF OPEN POSITION PUBLIC HEALTH PROJECT COORDINATOR**

### **About the Organization:**

American Indians and Alaska Natives (AI/ANs) suffer the worst health disparities and poorest health care funding of any group in the United States. In addition, most AI/ANs live in poverty and in rural, isolated locations creating serious communications challenges, a marginalized national presence and diminished health care access. The National Indian Health Board (NIHB) was formed by the Tribes in 1972 to serve as an advocate, source of communication, and to elevate a national presence for the Tribes on health care issues. That charge remains today and NIHB is the only organization in America that solely focuses on those needs.

The mission of the National Indian Health Board (NIHB) is to advocate on behalf of all Tribal governments and American Indians/Alaska Natives in their efforts to provide quality health care. As part of this advocacy, we are committed to providing timely, factual, and valuable information on the Indian health care system to AI/AN, tribes, tribal governments and policy makers. The Public Health Department of NIHB serves as a resource center to provide tribes with the technical assistance, resources and tools to effectively develop, implement, and sustain public health programming in American Indian and Alaska Native communities.

### **Position Summary:**

The NIHB seeks an experienced Project Coordinator for current and future public health program, including projects on methamphetamine and suicide prevention, HIV prevention, obesity prevention, and youth wellness. The Project Coordinator will work with the Director of Public Health Programs and Policy to ensure that work plan deliverables are being met, coordinate communication with Tribal and other constituents, deliver technical assistance, coordinate meetings (in-person and via telephone), conduct research on relevant topics, and prepare required grant reports. This position will spend a good portion of time specifically working on the provision of training, technical assistance, and information dissemination to Tribal partners working on the Methamphetamine and Suicide Prevention Initiative (MSPI).

### **Principle Duties and Responsibilities:**

- Coordinate all aspects of the MSPI grant and provide leadership and direction to ensure a successful technical assistance effort for tribal grantees
- Maintain a technical assistance portal to include forms, referrals, tracking, and responses to grantee requests.
- Work collaboratively with contractors and partner agencies to maintain web-based resource centers for information dissemination.
- Act as a NIHB liaison in matters related to public health programs.
- Identify and develop strategic partnerships that will support further growth and sustainability of the public health department, organization, and project.

- Attend regularly held partner calls to assess technical assistance needs and disseminate information on the project
- Coordinate and help facilitate technical assistance and training delivery.
- Evaluate 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.
- Prepare and submit 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.
- Serve as an expert on other behavioral health issues and technical assistance needs.
- 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 Annual Consumer Conference and Tribal Public Health Summit
- Prepare grant reports and tracking documentation.
- Assist in organization of project files and documentation of project activities.
- Other duties as assigned.

## **Qualifications**

### *Education:*

- Master's in Public Health, Social Work, Behavioral Health, Counseling or similar field

### *Knowledge, Skills, and Abilities:*

- A minimum of two years 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
- Strong organizational skills
- Ability to multi-task and manage priorities
- Ability to work with diverse teams of people

American Indians and Alaska Natives strongly encouraged to apply.

This is a Washington DC-based position; some travel will be required.

This is a full-time (40 hours per week) position.

## **HOW TO APPLY:**

Interested candidates please, prepare the following information:

- Resume;
- Cover letter;

- Salary History and;
- Preferred/required salary range you are seeking.

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.