

National Indian Health Board



Seeking an enthusiastic Public Health Associate to assist with public health programming

The National Indian Health Board (NIHB) is seeking to hire a Public Health Associate to support project and policy activities with the Public Health Policy and Programs Department. The Associate will work on a variety of public health projects – including projects addressing Tribal public health accreditation, capacity building, substance use, suicide, diabetes, the Zika virus, and others. The position requires strong organizational and communication skills and the ability to think strategically about how to support NIHB project staff and Tribal constituents. The successful candidate will be an individual with passion, commitment, knowledge, skills and a proven ability to multi-task, prioritize, and work within a team.

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

The Public Health Associate is a key position within NIHB, providing critical administrative, program and policy support to the NIHB Public Health Policy and Program Department. Since the Associate will be working on a variety of projects, this position has a key focus on supportive roles and responsibilities:

- Planning and providing logistical support for committee and team meetings
- Coordinating travel for committee members, Tribal leaders and other guests
- Providing administrative support to the department and project coordinators (to include, but not limited to: taking notes on conference calls and during meetings, and packing and shipping materials, preparing meeting materials)
- Coordinating, editing and publishing NIHB electronic publications and other forms of mass communication for dissemination to Indian Country and other national non-profit organizations
- Coordinating and updating NIHB's public and behavioral health online presence (to include but not limited do posting relevant information, removing outdated information, and helping to ensure usability)
- Setting up large e-mail communications on timely public and behavioral health information
- Assist the department and the organization in realizing its strategic goals
- Developing and maintaining strategic relationships to advance the project and the NIHB Public Health agenda.
- Providing factual information, review and analysis of policy and programmatic issues that are relevant to current or future public health issues or projects
- Assist with grant writing and development activities, as well as preparing reports for funders, the NIHB Board of Directors and NIHB leadership
- Building relationships in Indian Country with Tribal leaders, Health Directors and others involved in diabetes treatment and prevention work

- Actively engaging in national conference planning and implementation, including the annual NIHB National Tribal Health Conference and annual Tribal Public Health Summit

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

- Bachelor's degree in social psychology, public health, community health, policy or similar field
- One to two years' experience in public health programming, research, and/or evaluation.
- Strong writing and oral communication skills
- Strong organizational skills
- Ability to multi-task and manage priorities
- Ability to work with diverse teams of people

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 a full-time (40 hours per week) position based in the NIHB office in Washington, DC with some required national travel. Applicants with Indian Country experience are **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:

- Resume;
- 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.