

National Indian Health Board



Seeking an enthusiastic Public Health Project Coordinator to coordinate projects in Indian Country

The National Indian Health Board (NIHB) needs to hire a Public Health Project Coordinator to coordinate project efforts on health in Indian Country. S/he reports to a senior public health staff member and is a member of the Public Health Policy and Program Department. The Coordinator will work on multiple projects, and will specifically be undertaking some writing and assessment activities examining health issues within Indian Country. The program could include, but is not limited to, conducting an environmental scan, literature review and discussion groups to explore issues, analyzing qualitative and quantitative data, writing reports, articles and brief documents discussing the issues and conclusions, facilitating meetings of Tribal leaders and staff on the relevant issues, and disseminating the findings. The project coordinator will also assist with other projects with NIHB, as needed. The position requires strong research, assessment and evaluation skills, as well as organizational and communication skills; creative and innovative thinking; ability to multitask; ability to work within a team; and knowledge of the public health arena. The successful candidate will be an individual who displays vision, passion, commitment, knowledge, skills and a proven track record in achieving measurable advancements in public health infrastructure and capacity, policy and programs for at-risk communities.

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

The Public Health Project Coordinator will provide administrative, program and policy support to the NIHB Public Health Policy and Program Department, and serve as a lead staff for different projects exploring health and racial equity. This position will:

- Assess existing assessment data on health equity and tribal public health to assist with the identification of gaps in data;
- Conduct assessment activities (discussion groups and phone interviews) to understand the state of health and racial equity in Indian Country;
- Work with staff and national partners to write reports, articles, and other documents to frame the issues and disseminate;
- Develop necessary assessment tools to be used in data collection activities;
- Evaluate all project activities and prepare evaluation reports;
- Participate in project progress meetings and calls with funders and other national partners;
- Work directly with the funder and stakeholders and communities to plan, organize the logistics, and recruit participation for all community based project meetings and summits;
- Provide broad outreach and education, to include webinars and conference presentations, on health and racial equity;
- Support NIHB and serve as a Tribal voice on national coordinating and planning calls;
- Create support and educational materials communicating relevant information on public

health in Indian Country;

- Develop content development for NIHB's website and social media outlets;
- Build relationships in Indian Country with Tribal leaders, Health Directors;
- Ensure project progress and success by monitoring work plans and deliverables;
- Assist with the preparation of grant reports and liaising with funders regarding project progress;
- Actively engage in national conference planning and implementation, including the NIHB National Tribal Health Conference and Tribal Public Health Summit; and
- All other tasks, as required and assigned by NIHB leadership.

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

- Bachelor's or master's degree in social psychology, social justice, public health, community health, or similar field
- Three years' experience in public health, research, and/or evaluation.
- Experience with federally funded grant operations
- Knowledge of qualitative and quantitative research and analysis methods
- Strong writing and oral communication skills
- Strong organizational skills
- Ability to multi-task and manage priorities
- Ability to work with diverse teams of people

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. **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:

- 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.