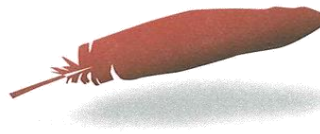


National Indian Health Board



Public Health Project Coordinator Job Description

Job Title: Public Health Project Coordinator	
Project: Public Health Programs/Grants	Reports to: Public Health Project Manager

Position Overview:

The Public Health Project Coordinator coordinates public health grant activity and provides technical and administrative advice and assistance to specified NIHB public health related grants, contracts, and activities. The incumbent advocates for tribal needs related to public health issues, infrastructure, review, and programs and therefore must be well informed regarding tribal needs, infrastructure, and programs. The incumbent will need to understand the political environment surrounding public health and find ways to diplomatically navigate and succeed in it. The incumbent must be highly motivated and creative in searching for, proposing, and obtaining grant and other types of funding to support public health activities. The incumbent must be proficient at grants and project management, budgeting, program design and development, and review and evaluation.

Essential Functions:

- Maintains currency in advancements in the public health field and accurately projects the impact of these changes on programs in Indian country.
- Conducts grant/contract assessments and prepares reports necessary to program continuity and reporting. Monitors compliance with grant/contract requirements. Identifies problems and negotiates corrective action concerning programmatic issues and basic budgetary management.
- Develops action plans to ensure project is on time, on budget, and meets all required deliverables and reporting.
- Provides technical assistance, consultation, and guidance to tribal, national, state, and/or local agencies, health-related organizations, research entities, and institutions to develop, extend, and improve public health studies, programs, systems, infrastructure, strategies, and services.
- Assists with the development and implementation of effective communication strategies to disseminate public health information to tribes, tribal health departments, and other entities as needed.
- Performs work related to the initiation, administration, and close-out of contracts, grants, or cooperative agreements.

Minimum Job Requirements:

Education:



- Master's in Public Health or similar field

Experience:

- Two to five years of experience in:
 - Management of public health programs or projects, and
 - Research and evaluation.
- Knowledge of the national public health care agenda, issues, impacts, and American Indian and Alaska Native people.
- In depth knowledge of public health programs, research, infrastructure, and current issues and best practices.
- Ability to communicate effectively both orally and verbally, using generally accepted correspondence and report formats.
- Demonstrated skill in developing work processes using automated equipment.
- Ability to manage multiple tasks and projects.
- Skill and ability to use automated office equipment and software programs.
- Ability to use tact and diplomacy with all sensitive issues and special situations.
- Ability to research and analyze documents.

Specialized knowledge, licenses, etc.

Must have a valid state driver's license.

Supervisory Responsibility, if any:

- None

Working Conditions:

- Work in an office environment and structure with both workstations and offices
- Sit for long periods of time and use a personal computer
- Retrieve documents from book shelves, file cabinets, etc.
- Travel extensively via air and auto.
- Own and operate a personal vehicle and obtain valid liability insurance.
- Work under pressure and deadlines within short time frames
- Work after hours, as needed.

Other Qualifications:

Except as provided by Title 25 CFR, Section 473 which allows for Indian preference in hiring, the NIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.