

# National Indian Health Board



## **Seeking an Enthusiastic Public Health Program Coordinator to Build, Promote, and Maintain Infectious Disease-Related Programs**

### **About the Organization:**

The [National Indian Health Board](http://www.nihb.org) (NIHB) is the nation's premiere national Tribal health and public health organization. This dynamic non-profit organization was created by the Tribes in 1972 to serve as the national, unified voice of the Tribes in matters concerning health and public health, including health systems, public health infrastructure, health service and status. NIHB makes a difference as we serve all federally recognized Tribes, American Indian and Alaska Native (AI/AN's) and advocates for the federal government to uphold its trust obligations to the Tribes for health and public health services and capacities. NIHB serves Tribes that run their own health systems through compacting and contracting as well as those that receive their care directly from the Indian Health Service. Learn more about NIHB at [www.nihb.org](http://www.nihb.org).

*NIHB's [Public Health Policy and Programs](#) (PHPP) is the largest and fastest growing Department within NIHB, PHPP provides national leadership in the Tribal public health space. We are dedicated to creating impact through conducting culturally informed policy, budget analysis and advocacy to promote, build and sustain Tribal public health. Our program work is responsive to Tribal community needs and is grounded in making maximum impacts toward reclaiming healthy Native communities and individuals and celebrating, supporting and sustaining healthy Native youth.*

### **Position Summary:**

We seek self-motivated public health professional to coordinate a national training program for Tribal health leaders, Tribal health officials and staff working directly on infectious disease-related issues within Tribal health and public health systems. The Coordinator works collaboratively to construct and coordinate multi-faceted infectious disease programs in service to the federally-recognized Tribes across the United States. The Coordinator will identify infectious disease-related training needs and priorities, research available resources, design and implement materials and training opportunities, coordinate a learning community, prepare program reports, evaluate activities, and maintain a knowledge base around federal and Tribal policy as it relates to infectious diseases. The Coordinator works collaboratively with the PHPP department to envision, coordinate and implement public health events including the NIHB National Tribal Public Health Summit. Included in the above duties, the Coordinator will deliver training and technical assistance, coordinate and facilitate meetings with the appropriate stakeholders, conduct research on infectious disease-related topics, draft and disseminate communications to Tribes and tribal organizations, and keep careful records of all project accomplishments. Successful coordinators will be outcome driven, adept at problem solving, organized, and flexible and comfortable in a fast-paced work environment.

Position reports to Program Manager, Infectious Disease.

Position is located in Washington, DC.

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

- Serve as NIHB liaison and topical lead to assist the Tribes in matters related to infectious disease activities, policy and programs;
- Provide technical assistance, design resources and tools, conduct research, and host convenings to assist Tribes with infectious disease-related control and mitigation activities, collect vaccine hesitancy information from Tribal listening sessions, develop data collection tools for infectious disease-related topics, and engage in data collection;
- Meet regularly with funder and other project staff, and provide updates to NIHB leadership;
- Coordinate and facilitate meetings with Tribal infectious disease-related learning communities;
- Work with graphic design professionals to develop infectious disease-related educational materials tailored to AI/AN Tribes and communities;
- Maintain a working knowledge in advancements in the public health field and provide analysis on the likely impact of these changes on programs and health status in Indian Country;
- Conduct research to support Tribal leaders as they develop infectious disease-related policies and procedures;
- Research and write articles, briefs, web content, e-mail blasts, social media posts and other forms of mass communication for dissemination to Indian Country and other stakeholders;
- Assist in planning and executing NIHB's annual national conferences including NIHB's National Tribal Public Health Summit and NIHB's National Tribal Health Conference;
- Implement projects, track progress to ensure benchmarks and objectives are met;
- Develop and maintain accurate documentation for program activities and deliverables;
- Identify problems and navigate corrective actions concerning programmatic issues;
- Prepare and submit project reports in a professional and timely manner;
- Evaluate efforts for effectiveness and efficiency, as well as compliance with grant deliverables; identify gaps and opportunities to improve performance;
- Prepare reports for committees, workgroups and/or other bodies;
- Cultivate relationships in Indian Country with Tribal leaders, Health Directors and others involved in public health work; and
- Perform other duties as assigned.

**Required qualifications include, but are not limited, to the following:**

- *At least one year of Indian Country professional experience;*
- Bachelor's degree in Public Health, Emergency Management, Health Administration, Health Science, Public Policy, Public Administration or similar field;
- A minimum of two (2) years' experience in infection control, public health programs / projects;
- Experience working with Tribes;
- Experience with federally and privately funded grant operations;
- Strong writing and oral communication skills;
- Strong organizational skills;
- Ability to multi-task, manage priorities and excel in a fast-paced work environment; and
- Ability to work with diverse teams of people.

**This is a grant-funded position:  
Employment is contingent upon funding availability.**

**HOW TO APPLY:** Interested candidates must include the following to be considered:

1. Your current resume;
2. Your cover letter specific to the position for which you are applying;

Send your resume and cover letter in one PDF file to: [jobs@nihb.org](mailto:jobs@nihb.org) with your last name, the name and the title of the position for which you are applying in the subject line.

Position will remain open until filled.

***Equal Opportunity Employer:*** NIHB is an equal opportunity employer and does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, veteran status, or any other non-merit factor.

**Salary and Benefits:** Salary is commensurate with qualifications and experience. NIHB offers an excellent benefits package (including, but not limited to, health benefits, 401(k) plan, annual and sick leave, federal holidays).

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