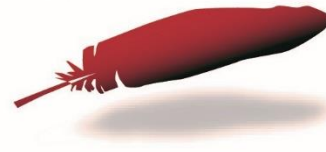


National Indian Health Board



Seeking an Enthusiastic Public Health Project Associate to Help Build, Promote, and Maintain Oral Health Policy, Programmatic, and Communications Work

Position Summary:

The National Indian Health Board (NIHB) is seeking to hire a Public Health Project Associate to help with activities to support the Tribal Oral Health Initiative. The Associate reports to a senior public health staff member and is a member of the Public Health Policy and Programs Department. The position requires strong organizational and communication skills, project management capabilities, and the ability to think strategically about how to support Tribes and Tribal leaders as they seek to expand their oral health care access. The successful candidate will be an individual with vision, passion, commitment, knowledge, skills and a proven track record in achieving measurable advancements in health policy and programs. The position may work on other projects within the public health department, as assigned and appropriate.

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

This position provides critical communications, administrative, program and policy support to the NIHB Public Health Policy and Programs Department, and serves as the lead associate on the Tribal Oral Health Initiative. This position primarily focuses on advocacy, coalition building, outreach and education, and communications efforts and is charged to:

- Disseminate the Tribal Oral Health Initiative's resources and activities on a variety of communications tools, including social media, digital, and other methods;
- Implement broad-based communications outreach and education to raise awareness on the state of oral health in Indian Country and innovative solutions to address Tribal needs;
- Disseminate NIHB materials related to the Tribal Oral Health Initiative and the Public Health Policy and Programs Department to key stakeholders in Indian Country;
- Manage communications related to the activities of the Tribal Oral Health Initiative;
- Lead NIHB's efforts to engage with Tribes and Area Indian Health Boards on IHS's expansion of the Community Health Aide Program (CHAP), ensuring Tribes have timely access to developments;
- Participate in the periodic meetings of the CHAP Tribal Advisory Group;
- Coordinate the communications and logistics for meetings of the National Tribal Dental Therapy Planning Committee;
- Help to develop, update, and disseminate the Tribal Oral Health Initiative's body of written materials;
- Maintain accurate data on oral health services, health status and evaluate program efficiencies;
- Assist with the proposal approval process for grantees of the Tribal Oral Health Initiative;
- Provide technical assistance to grantees receiving funds from the Tribal Oral Health Initiative;
- Establish and maintain relationships with oral health experts and stakeholders in Indian Country;
- Evaluate legislation and budget issues at both the national and state levels and ascertain their impact on the provision of oral health services in Indian country;
- Assist as needed in planning and implementing the NIHB National Tribal Public Health Summit;
- Work effectively and efficiently with all internal staff, Indian Country stakeholders, dental therapy coalition partners, external vendors/contractors, and others;
- 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 National Tribal Health Conference, National American Indian and Alaska Native Behavioral Health Conference, and National Tribal Public Health Summit;
- Perform other duties, as assigned.

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

- Undergraduate degree in communications, political science, public health, public administration, health administration, or other relevant subject;
- Minimum of 1 year of experience in a communications, policy analysis, public health, workforce development, or health education role;
- Excellent verbal and written communications, and interpersonal skills;
- Experience with grant implementation;
- Experience preparing education materials;
- Strong organizational skills and the capacity to execute priorities in a timely manner; and;
- An interest in American Indians and Alaska Natives cultures and the health of those populations. Experience working in Indian Country preferred.

The NIHB offers a mission-driven, fast-moving environment where intelligence, flexibility, and good humor are valued. 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 based in the NIHB office in Washington, DC.

Please see www.nihb.org for more information. NIHB is an Equal Opportunity Employer.

HOW TO APPLY: Interested candidates should prepare the following information and e-mail it as instructed below:

1. Resume;
2. Cover letter;

Send your application in one PDF to: jobs@nihb.org with your name and the title of the position you are applying for in the subject line.

Applications are reviewed on a rolling basis until a qualified candidate is secured.