

# National Indian Health Board



## **Seeking an enthusiastic Public Health Program Coordinator to coordinate project on climate change**

The National Indian Health Board (NIHB) is seeking to hire a Public Health Program Coordinator – Climate Change to coordinate a new project examining the impact of climate change on the health of American Indian and Alaska Native people. S/he reports to a senior public health staff member and is a member of the Public Health Policy and Programs Department. The Coordinator will oversee multiple Tribal subrecipients who will conduct research on: 1.) local climate change, and 2.) the impact of climate change on the health of Tribal members. The position will work to support the Tribes in their research projects through the provision of technical assistance, consistent monitoring of sub-recipient workplans, and building a space for national level advocacy on this important issues. The successful candidate will be an individual with 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, and are not limited to the following:**

The Public Health Program Coordinator is a key position within NIHB, providing critical administrative, program and policy support to the NIHB Public Health Program and Policy Department, and serving as the lead staff for the climate change project. This position primarily focuses on supporting the Tribal subrecipients and will be responsible for:

- Organizing meetings and/or summit for Tribal sub-recipients, funder staff, and other key climate change stakeholders
- Writing and launching a national funding opportunity announcement for Tribally-led research
- Working with funders to select and notify Tribal sites
- Providing technical assistance and conduct site visits as needed to Tribal sub-recipients
- Coordinate regular project updates calls and communication protocols between Tribal sub-recipients and the funder
- Coordinates and facilitates communications to advance the knowledge of Tribal Leaders and stakeholders as they shape health policy on diabetes and related health concerns
- Develop and maintain strategic relationships to advance the project and the NIHB Public Health agenda.
- Oversees content development for NIHB's website, newsletters, and social media outlets
- Collects relevant research, project findings, and other information in order to create information and outreach materials on climate change
- Identify key opportunities and conduct project dissemination activities
- Provide factual information, review and analysis of legislative and policy issues that are relevant to climate change and disseminate this information with Indian Country and other national non-profit organizations
- Builds relationships in Indian Country with Tribal leaders, Health Directors and those

- involved in climate change and prevention work
- Actively engages 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 or master's degree in social psychology, environmental health, environmental science, public health, community health, health policy, or similar field
- Three years' experience in public health or environmental health programming, research, and/or evaluation.
- Experience with research design and managing multi-site research projects
- Experience with federally funded grant operations
- 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. **American Indians and Alaska Natives strongly encouraged to apply.** Please see [www.nihb.org](http://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](mailto:jobs@nihb.org) with your name and the title of the position you are applying for in the subject line.