

# National Indian Health Board



**Job: Public Health Project Coordinator**

**Reports to: Director of Public Health Policy and Programs or Public Health Policy and Program Manager**

**Project: Promote, and Maintain Infection Control Training Program**

**Position Summary:**

The National Indian Health Board (NIHB) seeks an experienced public health professional to coordinate a national training program for Tribal health leaders, Tribal health officials and staff working directly (or indirectly as a result of heightened need due to the COVID-19 pandemic) on infection control within Tribal health and public health systems. The position will work with a program manager, Director of Public Health Policy and Programs Department and NIHB Senior Staff to help construct and coordinate a multi-faceted training program that includes virtual offerings, a learning community, development of demonstration videos, and new infection control website. This position may also work a portion of his/her time on other public health topics, as needed and funded. The Coordinator will identify infection control training needs and priorities, research available resources, design and implement materials and training opportunities, coordinate a learning community, prepare program reports, and evaluate activities. The Coordinator will also work with colleagues in the Public Health Programs and Policy Department and organization-wide, 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 relevant topics, draft and disseminate communications to constituent audiences, and keep careful records of all projects accomplishments. Successful coordinators will be outcome driven, adept at problem solving, organized, and flexible and comfortable in a fast paced work environment.

**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 infection control activities, policy and programs;
- Provide technical assistance, design resources and tools, conduct research, and host convenings to assist Tribes with infection control activities;
- Meet regularly with funder and other project staff, and provide updates to NIHB leadership;
- Coordinate and meet regularly with a body of project advisors;
- Manage an infection control learning community;
- Monitor the implementation of an Tribal infection control mentorship program;
- Develop and work with videographers to produce infection control videos;
- Identify and develop strategic partnerships and resources to support Indian Country and advance the project work, the mission of NIHB, and the work of the Public Health Policy and Program Department;
- Maintain currency 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 infection control activities;
- 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, the National American Indian and Alaska Native Behavioral Health Conference, 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 negotiate corrective action 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;
- Build 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:**

- Preferred: Master'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
- 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. 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.

NIHB is an Equal Opportunity Employer. Please see [www.nihb.org](http://www.nihb.org) for more information. This position is a 12-month grant-funded position, and continued employment is contingent upon the continuation of grant funding.

**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](mailto: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.