

# National Indian Health Board



## National Indian Health Board Seeks a Communications Coordinator for the NIHB Health Policy Center

### About the Organization:

Established by the Tribes to advocate as the united voice of federally recognized American Indian and Alaska Native Tribes, the National Indian Health Board (NIHB) seeks to reinforce Tribal sovereignty, strengthen Tribal health systems, secure resources, and build capacity to achieve the highest level of health and well-being for Tribal people. NIHB is a 501(c)3 not-for-profit organization serving all 574 federally recognized Tribal governments for the purpose of ensuring that the federal government upholds its trust responsibilities to provide health care to the Tribes. Whether Tribes operate their own health care delivery systems through contracting and compacting or receive health care directly from the Indian Health Services (IHS), NIHB is their national advocate. Learn more about NIHB at [www.nihb.org](http://www.nihb.org).

### NIHB Health Policy Center

NIHB's Health Policy Center advances the mission of the organization on all aspects of national level Tribal health policy development, and supports Tribal leaders across Indian Country as they advocate for Tribal needs and priorities with the White House and federal agencies. The Policy Center conducts policy research and analysis; prepares information for diverse audiences; gathers feedback from Tribal leaders and stakeholders; develops materials to advance the Tribal position (policy briefs, comment letters, infographics, factsheets, etc.); and provides support to Tribal leaders as they engage with the White House or federal agencies. The Policy Center also provides technical assistance and training to Tribes as they implement policy and evaluate policies and programs.

### Position Summary:

The [National Indian Health Board](http://www.nihb.org) (NIHB) seeks to hire a motivated Communications Coordinator to join our team, to manage a range of communications responsibilities. The Coordinator will work closely with *Policy Center* staff to create content and craft messaging related to the work of the Policy Center, including content on the NIHB website, publications, social media, presentations, and in person and virtual events. This includes preparing and sharing information from the White House and federal agencies, to ensure Tribal audiences have the latest, most updated information on topics impacting health and public health in Indian Country.

The Coordinator will craft and/ or review all external facing content from the Policy Center to ensure high-quality, AI/AN-specific communications reach the desired audience. Coordinator should have exceptional public speaking and writing skills and be a strategic thinker and creative problem solver with a meticulous attention to detail, working well under pressure and meeting deadlines. The successful candidate should be innovative, organized, and self-motivated with a keen interest in driving strategic messages to key internal and external stakeholders.

Candidate should provide samples of writing for social media, campaigns, or websites. These samples should include, but are not limited to, a: (1) press release or article; (2) infographic/graphic art; (3) fact sheet; and/or (4) a website/webpage directly managed by the candidate.

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

- Oversee Policy Center (“department”) communications strategy that includes media outreach and social media content creation
- Create and maintain a calendar for marketing goals, activities, and content based on various department program timelines and grant deliverables
- Establish clear communications goals across all traditional and digital platforms and analyze and track departmental program benchmarks and deliverables
- Work closely with Policy Center teams to create compelling content copy, images, videos, and graphics that will build meaningful connections with and encourages action among NIHB audiences
- Maintain and update website for Policy Center content
- Create content for blogs, newsletters, and articles
- Generate, edit, publish, and manage content for the Policy Center across all NIHB media platforms including Facebook, Twitter, Instagram, and Constant Contact
- Research and draft press releases
- Create concepts and content for digital tools, including videos, graphics, and infographics
- Maintain and update public information/affairs contacts for department
- Arrange and coordinate press conferences and plan events for department
- Manage and present social media performance reports, insights, and optimizations to cross functional teams
- Establish and maintain relationships with public affairs, social media experts and influencers in Indian Country
- Maintain currency in advancements in public affairs/information / social media techniques in Indian Country
- Assist in planning and marketing organization conferences including the Tribal Public Health Summit, National Behavioral Health Conference, and National Tribal Health Conference
- Maintain a consistent voice, personality and look and feel for NIHB content across all social media channels
- Adhere to the organization’s style guide, ensuring high-quality and error-free copy
- Perform other duties, as assigned

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

- Bachelor’s degree in Communications, Journalism, Public Relations or a related field (required)
- Experience working with Tribes (required)
- Experience in external affairs, media relations, communications and/or community affairs
- Demonstrated experience managing both paid and organic social media campaigns
- Strong understanding of the different social media channels’ culture and community
- Experience analyzing social media engagement data to provide data-driven insights and recommendations
- Exceptional writing and editing skills; excellent verbal communication skills
- Knowledge of journalism styles and thorough familiarity with English grammar rules
- Demonstrated skill in the use of web content management platforms, including WordPress
- Knowledge of Adobe Creative Cloud tools, specifically InDesign and Photoshop

- Highly computer literate with capability in email, MS Office, and related business and communication tools
- Results and solutions-oriented team player with the ability to build and maintain productive relationships with peers and cross-functional teams
- Works well under pressure and meets tight deadlines
- Strategic and creative mindset
- Meticulous attention to detail
- A portfolio of work available for review
- Event planning/logistics experience in either in-person or virtual environments, such as webinars or virtual conferences (preferred)
- Video creation and editing experience (preferred)

**This is a grant-funded position, continued employment is contingent upon funding availability.**

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](http://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;
3. Writing samples (original, individual work only)

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.