

National Indian Health Board



June 2021

Immediate Opening

Public Health Administrative Assistant National Indian Health Board

About the Organization:

The National Indian Health Board (NIHB) is the nation's premiere leadership organization in Tribal policy and advocacy around health systems and appropriations, public health, behavioral health, policy analysis, and communications. This dynamic non-profit organization was created by the Tribes in 1972 to serve as the national, unified voice of the Tribes to elevate concerns and innovations around health to the highest levels of law and policy makers. NIHB also provides critical health information to Tribes, technical assistance and programming and serves as an education and outreach bridge to media, philanthropy, and external audiences. NIHB makes an impact on the health of American Indians and Alaska Natives as we serve all 574+ federally recognized Tribes. We passionately strive to hold the federal government accountable to uphold its trust obligations to the Tribes for health and health systems, behavioral 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.

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:

NIHB seeks an experienced Administrative Assistant to support the PHPP Department staff. Under the general direction of the Director, the Administrative Assistant provides support to ensure efficient operations of the department. The Assistant prepares payment requests/purchase orders and gathers all necessary supporting documentation, maintains contact lists, maintains contract and sub-award documentation in an organized manner, performs regular PHPP webpage content reviews to make certain content is updated, and ensures upkeep of electronic and physical files. The Assistant coordinates food and beverage for meetings with external guests, organizes and sends out national mailings, prepares folders of materials for us with Tribal consultations, hearings, Tribal Advisory Committee meetings and other meetings. Carries out administrative duties such as maintain the electronic files for the Department, transcribing, copying, binding, scanning, notetaking, support the creation and preparation of promotional campaign material mailouts, and other necessary administrative tasks. Will assist other Departments as needed and as available to

do so. The Assistant maintains a complete inventory of PHPP promotional items and office supplies, and works to identify administrative efficiencies to allow for continuous administrative process improvement.

As part of a whole team approach, the Assistant will work in teams with NIHB staff members to assist in planning and hosting policy and program events. This may include securing speakers, helping with program and track developments, providing administrative support leading up to and during the conference, taking notes in policy and consultation sessions, serving as a moderator or speaker and participating in event marketing. This includes the NIHB Annual Tribal Public Health Summit and Annual National Tribal Health Conference.

This is a full time, Washington DC-based position; some travel may be required.

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

- Some undergraduate or college desired.
- High school diploma or equivalent education required.
- 2 years of administrative assistant experience.
- Knowledge of appropriate software including Microsoft Word, Constant Contact, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat.
- Valid driver's license and current automobile insurance.
- Experience with Tribes or national Tribal serving not-for-profit organizations required.
- Grant experience is desired.
- Strong writing and oral communication skills.
- Strong organizational skills and attention to detail.
- Ability to multi-task, manage priorities and excel in a fast-paced work environment.
- 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, including why you confident that you would be a good fit for NIHB and the amazing work we do

Send your resume and cover letter to: jobs@nihb.org . Include in the Subject Line: Your last name and the title of the position for which you are applying.

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).