

National Indian Health Board



June 2021

Immediate Opening

Public Health Project Associate – Infectious Disease 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 enthusiastic PHPP Project Associate for this entry level position. The Associate will work on NIHB's project to improve Tribal public health clinical outcomes by preventing and controlling emerging or reemerging infectious diseases. The Associate will also support NIHB's work to improve vaccine confidence in Tribal communities across the nation. The Associate must possess strong relationship-building skills, networking, writing, analytical thinking in order to help build Tribal public health capacity specific to preventing infectious disease threats. The incumbent will work internally to develop federal and private grant applications to ensure sustainability of current programs. The successful candidate will possess passion and excitement for the work to strengthen Tribal public health infrastructure and build a Tribal public health network, as it relates to emerging and re-emerging infectious disease threats and Tribal vaccine confidence.

As part of a whole team approach, the Project Associate 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 development, providing administrative support leading up to and during the event or 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 will be required.

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

- Undergraduate degree in Public Health, Health Administration, Health Science, Public Policy, Public Administration, Political Science, English or similar field is required.
- Minimum of 1 year of experience in a public health or health education role.
- Experience with Tribes or Tribal serving not-for-profit organizations required.
- Excellent verbal and written communications, and interpersonal skills.
- Familiarity with federally and privately funded grant operations.
- Experience preparing culturally-appropriate education materials.
- Strong organizational skills and the capacity to execute priorities in a timely manner.
- Respect for American Indians and Alaska Natives cultures and the health of Tribal communities.
- 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).