

National Indian Health Board



Job Description

Public Health Project Associate

The National Indian Health Board (NIHB) seeks an experienced Project Associate for current and future public health programs. The Project Associate will work with the Director of Public Health Policy and Programs to implement programs, prepare program reports, and write grants to ensure the sustainability of current programs and advance the organization's public health goals. The Associate 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 Associate 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 the miscellaneous project's accomplishments as assigned.

Principle Duties and Responsibilities:

- Coordinate all aspects of the Public Health Projects assigned
- Maintain all grant records for meetings and travel for the project
- Work directly with the funder and facilitator to plan and recruit participation for all relevant project meetings
- Conduct policy research to support assigned project(s)
- Organize all logistics for face to face and phone meetings for project(s).
- Provide broad outreach and education on Public Health Project(s) to target audiences.
- Provide technical assistance (TA) and/or training to Tribes and Tribal staff interested in the Public Health project(s); coordinate and facilitate TA and training on other public health issues/initiatives as required
- Maintain a technical assistance portal to include forms, referrals, tracking, and responses to technical assistance requests
- Work collaboratively with partner agencies and other key stakeholders to maintain a web-based resource enter for information dissemination
- Act as a NIHB liaison in matters related to public health programs
- Identify and develop strategic partnerships that will support further growth and sustainability of the organization, public health program and policy department and projects
- Coordinate, facilitate and attend partner/stakeholder meetings to assess technical assistance needs and disseminate information on the Public Health project(s) and other Tribal public health initiatives
- Develop and disseminate outreach and education materials for newsletters, web content, emails, and guides; Work collaboratively on communications with key stakeholders and general audiences on public health Project(s) related materials
- Serve as an expert on other public health policy and program technical assistance /training needs
- 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
- Assist in planning and executing organization conferences including National Tribal Public Health Summit and annual Consumer Conference
- Manage project's 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
- Identify funding opportunities; write grants to ensure sustainability and advance vision and mission of the organization
- Other duties as assigned.

Qualifications

Education:

- **Required: Bachelor's degree** in Public Health, Health Administration, Health Science, Public Policy, Public Administration or similar field. **Master's degree preferred.**

Knowledge, Skills, and Abilities:

- A minimum of two years' experience in management of public health programs / projects (**should include experience in grant writing, program evaluation, and reporting**).
- 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
- Experience working with or for Tribes strongly preferred.

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

To Apply

To be considered, application materials must include:

1. Current Resume or CV;
2. Cover letter expressing why you would like to work with NIHB and what specifically qualifies you for this position;
3. Current salary; and
4. Three professional references.

All application information will be held in the strictest confidence. *Application packages that fail to include the information outlined above will not be considered.*

Send your application in a single PDF to: jobs@nihb.org

Applications are reviewed on a rolling basis until a qualified candidate is secured.

About NIHB

Established by the Tribes in 1972 to advocate as the united voice of federally recognized American Indian and Alaska Native Tribes, 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 American Indians and Alaska Natives.

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).

This position is located in Washington, D.C.