

# National Indian Health Board



June 2021

## Immediate Opening

### Public Health Communications Coordinator 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 (AI/ANs) 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](http://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 is seeking a passionate and effective Public Health Communications Coordinator to serve as the "go to" communications professional in the Public Health Policy and Programs Department (PHPP). This includes managing a full range of internal and external communications responsibilities. The Coordinator will work closely with PHPP staff to create AI/AN-focused content and craft messaging related to NIHB's Tribal public and behavioral health or advocacy programs, trainings, webinars and events. A successful Coordinator will create culturally-tailored infographics and graphic representations of Tribal public health information. Incumbent will manage PHPP web content and keep materials fresh and relevant and be proficient at developing web content for the NIHB PHPP webpages, reviewing web analytics, managing web content, and social media. The Coordinator will help develop a PHPP communications strategy and execute the communications plan, including calendaring for *Tribal public health programs, events, summits, advocacy and campaigns*. 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.

As part of a whole team approach, the Coordinator will work in teams with NIHB staff members to assist in planning and hosting policy and program events. This may include creation and dissemination of marketing and development materials, securing speakers, and coordination with speakers and the press. 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.

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

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

- BS/BA in Communications, Journalism, Public Relations, English, Political Science or a related field is required.
- A minimum of 2 years' experience in communications strategy development is required.
- Experience with Tribes or national Tribal serving not-for-profit organizations is required.
- Experience in external affairs, internal communications, 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.
- Demonstrated skill in the use of web content management platforms, including WordPress. Knowledge of Adobe Creative Cloud tools, specifically InDesign and Photoshop, MS Office, and related business and communication tools.
- Video script writing, creation and editing experience.
- Excellent written and verbal communication skills, proofreading, and attention to detail.
- Works well under pressure and meets tight deadlines.
- Strategic, collaborative, and creative mindset to achieve results.
- A portfolio of work available for review.

**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](mailto: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).