

# National Indian Health Board



## **Seeking an enthusiastic Public Health Program Coordinator to tackle chronic disease and diabetes**

The National Indian Health Board (NIHB) is seeking to hire a Public Health Program Coordinator - TLDC to help activities to support the Tribal Leaders Diabetes Committee and the diabetes and chronic disease policy and advocacy work of the organization. S/he reports to a senior public health staff member and is a member of the Public Health Policy and Programs Department. The Coordinator serves as a liaison with the Indian Health Service and elected Tribal leaders serving on the Tribal Leaders Diabetes Committee, and as a key representative in the organization on diabetes and chronic disease prevention issues. The position requires strong organizational and communication skills and the ability to think strategically about how to support Tribal leaders in their roles as national advocates. The successful candidate will be an individual with vision, passion, commitment, knowledge, skills and a proven track record in achieving measurable advancements in public health infrastructure and capacity, policy and programs for at-risk communities.

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

The Public Health Program Coordinator is a key position within NIHB, providing critical administrative, program and policy support to the NIHB Public Health Policy and Program Department, and serving as the lead staff for the Tribal Leaders Diabetes Committee (TLDC). This position primarily focuses on supporting the TLDC and is responsible for:

- Planning and provides logistical support for TLDC quarterly in-person meetings and monthly conference calls and by developing agendas and ensuring that the TLDC complies with the committee's strategic plan.
- Coordinating travel for TLDC members and advisors
- Taking minutes, conducting research, and preparing reports for the Committee and its subcommittee meetings
- Coordinating and facilitating communications to advance the knowledge of Tribal Leaders and stakeholders as they shape health policy on diabetes and related health concerns
- Developing and maintaining strategic relationships to advance the project and the NIHB Public Health agenda.
- Writing articles, news briefs, e-mail blasts, social media posts and other forms of mass communication for dissemination to Indian Country and other national non-profit organizations
- Overseeing content development for NIHB's website and social media outlets
- Providing factual information, review and analysis of legislative and policy issues that are relevant to diabetes and related chronic conditions and disseminate this information with Indian Country and other national non-profit organizations

- Building relationships in Indian Country with Tribal leaders, Health Directors and others involved in diabetes treatment and prevention work
- Actively engaging in national conference planning and implementation, including the annual NIHB National Tribal Health Conference and annual Tribal Public Health Summit

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

- Bachelor's degree in social psychology, public health, community health, policy or similar field
- One to two years' experience in public health programming, research, and/or evaluation.
- Experience with federally funded grant operations
- Strong writing and oral communication skills
- Strong organizational skills
- Ability to multi-task and manage priorities
- Ability to work with diverse teams of people

The NIHB offers a mission-driven, fast-moving environment where intelligence, flexibility, and good humor are valued. We operate with excellence in mind in all matters and the confidence to defend and debate ideas without ego interfering to create the best outcome possible. 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 a full-time (40 hours per week) position based in the NIHB office in Washington, DC with some required national travel. **American Indians and Alaska Natives strongly encouraged to apply.** Please see [www.nihb.org](http://www.nihb.org) for more information. NIHB is an equal opportunity employer.

**HOW TO APPLY:**

Interested candidates prepare the following information about yourself and email it as instructed below:

- Resume;
- Cover letter;

Send your application packet 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.