

National Indian Health Board



Public Health Project Coordinator Job Description

Job: Public Health Project Coordinator	Reports to: Director of Public Health Programs and Policy
Project: Public Health Accreditation Project	

Position Summary:

The National Indian Health Board (NIHB) seeks an experienced Project Coordinator for current and future public health programs, including projects on public health accreditation, methamphetamine and suicide prevention, HIV prevention, obesity prevention, and youth wellness. The Project Coordinator will work with the Director of Public Health Programs and Policy 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 coordinator 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 Coordinator 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 project's accomplishments. This position will be primarily working on NIHB's Public Health Accreditation Project to assist Tribes as they apply for and achieve public health accreditation.

Principle Duties and Responsibilities:

- Coordinate all aspects of the Public Health Accreditation Project
- Provide broad outreach and education on Public Health Accreditation to target audiences
- Provide technical assistance (TA) and/or training to Tribes and Tribal staff interested in pursuing Public Health Accreditation; 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 web - based resource center 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 project
- Coordinate, facilitate and attend partner/stakeholder meetings to assess technical assistance needs and disseminate information on the Public Health Accreditation 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 accreditation 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:

- Master's degree in Public Health, Health Administration, Health Science, Public Policy, Public Administration or similar field.

Knowledge, Skills, and Abilities:

- A minimum of two years' experience in management of public health programs or projects, program evaluation, and grant writing
- 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.

HOW TO APPLY:

Interested candidates please, prepare the following information:

- Resume
- Cover letter
- Salary History

Send this information to jobs@nihb.org with your name and the title of the position you are applying for in the subject line.

This mission-driven organization welcomes staff dedicated to advancing American Indian and Alaska Native health. If you want to make a positive difference in the health of America's Native Peoples – this is the place for you.

Please see www.nihb.org for more information.

Application Deadline: Open until filled.