

National Indian Health Board



Public Health Policy & Programs Project Associate (Oral Health)

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 nonprofit 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.

POSITION SUMMARY

NIHB's Public Health Policy & Programs department (PHPP) is seeking to hire a Public Health Policy & Programs Project Associate to help with activities to support the Tribal Oral Health Initiative. This position provides critical communications, administrative, program and policy support to PHPP and serves as the lead associate on the Tribal Oral Health Initiative. This position primarily focuses on advocacy, coalition building, outreach and education, and communications efforts. The successful candidate will be an individual with vision, passion, commitment, knowledge, and a proven track record in achieving measurable advancements in health policy and programs. The Associate reports to a senior PHPP staff member and is based in Washington, DC.

POSITION RESPONSIBILITIES

- Disseminate the Tribal Oral Health Initiative's resources and activities on a variety of communications tools, including social media, digital, and other methods.
- Implement broad-based communications outreach and education to raise awareness on the state of oral health in Indian Country and innovative solutions to address Tribal needs.

- Disseminate materials related to the Tribal Oral Health Initiative and PHPP to key stakeholders in Indian Country.
- Manage communications related to the activities of the Tribal Oral Health Initiative.
- Lead efforts to engage with Tribes and Area Indian Health Boards on IHS's expansion of the Community Health Aide Program (CHAP), ensuring Tribes have timely access to developments.
- Participate in the periodic meetings of the CHAP Tribal Advisory Group.
- Coordinate the communications and logistics for meetings of the National Tribal Dental Therapy Planning Committee.
- Help to develop, update, and disseminate Tribal Oral Health Initiative's written materials.
- Maintain accurate data on oral health services, health status and evaluate program efficiencies.
- Assist with the proposal approval process for grantees of the Tribal Oral Health Initiative.
- Provide technical support to grantees receiving funds from the Tribal Oral Health Initiative.
- Establish and maintain relationships with oral health experts and stakeholders in Indian Country.
- Evaluate legislation and budget issues at both the national and state levels and ascertain their impact on the provision of oral health services in Indian country.
- Work effectively and efficiently with all internal staff, Indian Country stakeholders, dental therapy coalition partners, external vendors/contractors, and others.
- Assist in planning and executing organization conferences including National Tribal Health Conference, National American Indian and Alaska Native Behavioral Health Conference, and National Tribal Public Health Summit.
- Perform other duties, as assigned.

REQUIREMENTS

- Bachelor's degree in communications, political science, public health, public administration, health administration, or another related subject.
- Minimum of 1 year of experience in a communication, policy analysis, public health, workforce development, or health education role.
- Excellent verbal and written communications, and interpersonal skills.
- Experience with grant implementation.
- Experience preparing education materials.
- Strong organizational skills and the capacity to execute priorities in a timely manner.
- An interest in American Indians and Alaska Natives cultures and the health of those populations. Experience working in Indian Country preferred.

HOW TO APPLY

Qualified candidates are invited to send your cover letter and resume to jobs@nihb.org. Cover letter must be specific to the position, and address why you would be a good fit for NIHB and the amazing work we do. Email subject line should include your name and the position for which you are applying.

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

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:

- Medical, dental, and vision coverage with premiums fully paid by NIHB
- 401(k) plan with 10% company match
- Annual leave and sick leave
- Federal holidays