

National Indian Health Board



Seeking an Enthusiastic Public Health Project Coordinator to Build, Promote, and Maintain Work on Behavioral Health Work

Position Summary:

The National Indian Health Board (NIHB) seeks an experienced public and/or behavioral health professional to work on current and future projects and initiatives. The position will have a focus on creating and coordinating projects that seek to improve the state of Tribal behavioral health programming; the position will work with a Public Health Program Manager, Director and Deputy Director of Public Health Policy and Programs Department to coordinate projects looking at opioid overdose prevention, adverse childhood experiences (ACEs), and tobacco cessation. This position will also work a portion of his/her time on other public health topics and projects, as assigned, but will spend a majority of time to managing Tribal subawards to pilot opioid prevention and tobacco cessations projects, assisting with the planning of national opioid conference events and convenings, and provide technical assistance on adverse childhood experiences. Additional, this position research available funding and resources, prepare program reports, create tools for health professionals, evaluate the projects, manage subcontracts/subawards with partners, and utilize evaluation information to improve performance. The Coordinator will also work with colleagues in the Public Health Programs and Policy Department and organization-wide, to coordinate and implement public health events including the NIHB National Tribal Public Health Summit. Included in the above duties, the Coordinator will deliver technical assistance, coordinate and facilitate meetings with stakeholders, conduct research on relevant topics, draft and disseminate communications, and keep records of all projects accomplishments.

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

- Provide technical assistance to Tribes working on ACEs, opioid use prevention, and tobacco cessation;
- Design resources and tools to assist Tribes as they complete the scan;
- Conduct research to supplement products produced from past projects or related topics or data sets;
- Produce communication and informational briefs on project results and behavioral health priorities and issues in Indian Country;
- Help to plan, conduct and/or host live and virtual convenings, briefings and trainings to assist and build the capacity Tribes and Tribal health professionals;
- Coordinate technological efforts to disseminate information and tools (including web-based and app-based efforts);
- Identify and develop partnerships and resources to support Indian Country and advance the work of NIHB and the Public Health Policy and Program Department;
- Maintain currency in advancements in the public and behavioral health fields and provide analysis on the likely impact of these changes on programs and health status in Indian Country;
- Serve as an expert on public health and behavioral health policy and program technical

- assistance/training needs;
- Research and write articles, briefs, web content, e-mail blasts, social media posts and other forms of mass communication for dissemination to Indian Country and other stakeholders;
 - Coordinate and facilitate partner/stakeholder meetings to assess technical assistance needs, disseminate information, and provide capacity building assistance on assigned projects and initiatives;
 - Assist in planning and executing NIHB's annual national conferences including NIHB's National Tribal Public Health Summit and NIHB's National Tribal Health Conference;
 - Implement project tasks, and track workplan progress to assure that objectives are met;
 - Manage any subawards or contracts with Tribes or partners that arise from project activities;
 - Develop and maintain accurate documentation for program activities and deliverables;
 - Identify (potential and current) barriers and negotiate corrective action concerning behavioral health issues;
 - Assist with the preparation of 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;
 - Assist in the preparation of reports for committees, workgroups and/or other bodies;
 - Provide factual information, review and analysis of legislative, budget and policy issues relevant to focus area of assigned projects and initiatives;
 - Build relationships in Indian Country with Tribal leaders, Health Directors and others involved in public health work; and
 - Perform other duties, and work on other projects, as assigned.

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

- Preferred: Master's degree in Public Health, Behavioral Health, Counseling, Health Science, or related field with similar required knowledge, skills, and abilities
- A minimum of four (4) years' experience in public/behavioral health programs / projects (experience in project management, grant writing, and program evaluation, preferred)
- Experience working with Tribes
- 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

The NIHB offers a mission-driven, fast-moving environment where intelligence, flexibility, and good humor are valued. 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 based in the NIHB office in Washington, DC. NIHB is an Equal Opportunity Employer. Please see www.nihb.org for more information.

HOW TO APPLY: Interested candidates should prepare the following information and e-mail it as instructed below:

1. Resume;

2. Cover letter;

Send your application in one PDF to: jobs@nihb.org with your name and the title of the position you are applying for in the subject line. Applications are reviewed on a rolling basis until a qualified candidate is secured.