

# National Indian Health Board



## **Seeking an Enthusiastic Public Health Project Coordinator to Build, Promote, and Maintain Emergency Preparedness and Response Work**

### **Position Summary:**

The National Indian Health Board (NIHB) seeks an experienced public health professional to work on current and future public health projects and initiatives. The position will have a focus on emergency preparedness and response and will work with a Public Health Program Manager, Director and Deputy Director of Public Health Policy and Programs Department to coordinate NIHB's response to current and future public health threats and emergencies, such as COVID-19. This position will also work a portion of his/her time on other public health topics, as assigned, but will spend a majority of time to identify public health emergency preparedness priorities, research available funding and resources, design and implement program activities, prepare program progress reports, evaluate projects, 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, design resources and tools, conduct research, produce communication and informational briefs, and host convenings to assist Tribes with public health emergency preparedness and response activities;
- Collect Tribal tools, resources, and formulate Tribal emergency response and planning best practices;
- Undertake evaluation and quality improvement activities on Tribal emergency response efforts and strategies;
- Coordinate technological efforts to disseminate information on Tribal emergency response efforts (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 health field and provide analysis on the likely impact of these changes on programs and health status in Indian Country;
- Work across the organization on efforts to gather, organize, analyze, and publish statistical data on Tribal public health and outbreak responses;
- Serve as an expert on public health policy and program technical assistance/training needs, especially as they pertain to emergency preparedness;
- 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 public health 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;
- Develop and maintain accurate documentation for program activities and deliverables;
- Identify (potential and current) barriers and negotiate corrective action concerning programmatic 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 as assigned.

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

- Preferred: Master's degree in Public Health, Emergency Management, Health Administration, Health Science, Public Policy, Public Administration or related field with similar required knowledge, skills, and abilities
- A minimum of four (4) years' experience in emergency management or preparedness, public health programs / projects (experience in grant funded programs, program evaluation, and reporting, 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](http://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](mailto: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.