

# National Indian Health Board



## **Seeking an Enthusiastic Public Health Project Coordinator to Build, Promote, and Maintain Work on Public Health Infrastructure 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 creating and coordinating projects that seek to improve the state of Tribal public health infrastructure and will work with a Public Health Program Manager, Director and Deputy Director of Public Health Policy and Programs Department to coordinate NIHB's national scan project that seeks to capture data on Tribal public health programs, practices, and workforce. 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 update a scan instrument, marketing the scan nationally, ushering the instrument through federal clearance processes, collecting and analyzing the data, and helping to interpret the data for Tribal and federal audiences. This position will also work on other infrastructure related activities like supporting and enhancing Tribal public health leadership at the national level, looking at issues related to missing and murdered Indigenous peoples, researching available funding and resources, preparing program reports, creating tools for health professionals, evaluating the projects, managing subcontracts with partners, and utilizing 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:**

- Update a national scan instrument implementation protocol, and work with federal and Tribal leadership to obtain input, feedback and clearance;
- Provide technical assistance to Tribes seeking to complete the scan;
- Design resources and tools to assist Tribes as they complete the scan;
- Conduct research to supplement products produced from the past scan data;
- Produce communication and informational briefs on scan results and public health priorities and issues in Indian Country;
- Host convenings to assist Tribes and Tribal health professionals to understand the scan and the results;
- Build out the scan instrument in Qualtrics;
- Analyze scan data;
- Provide trainings, briefings and information to Tribal leaders on public health policy, practice, and programs;
- 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 health fields 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;
- 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 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 public health issues;
- Assist with the preparation of project progress 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, Health Information, Statistics, Epidemiology, Health Science, Public Policy, Public Administration or related field with similar required knowledge, skills, and abilities
- A minimum of four (4) years' experience in public health programs / projects (experience in quantitative methods, grant funded programs, 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](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.