National Indian Health Board

Environmental Health Project Associate

POSITION SUMMARY

The National Indian Health Board (NIHB) seeks an entry-level public health professional to work on environmental health projects. The position will have a focus on National Indian Health Board's Environmental Justice Thriving Communities Technical Assistance Center, which connects Tribal environmental health programs to existing funding opportunities, provides technical assistance to Tribes on federal grant applications, and elevates issues impacting Tribal environmental health. The position is full-time, salaried, and may include travel up to 20% of the time. This position is based in Washington, DC.

ABOUT THE ORGANIZATION

The National Indian Health Board (NIHB) is the nation's premier leadership organization in Tribal policy and advocacy around health systems and appropriations, public health, and behavioral health. 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 policymakers. NIHB also provides Tribes with critical health information, 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 all 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. 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.

OVERVIEW

Position title: Environmental Health Programs Associate
Pay Scale: $55,000-$65,000, commensurate with experience and qualifications (for those located in the DC-metro area)
Employment type: Full-time, salaried
FLSA Status: Exempt
Work schedule: NIHB offers a hybrid work schedule, with two days a week working from home.

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

POSITION RESPONSIBILITIES

- Develop and implement a tracking system for technical assistance requestors.
- Provide technical assistance on federal grant applications to Tribal requestors.
- Direct outreach to Indian Country on environment and climate justice funding opportunities at the federal, state, and NGO levels.
- Conduct evaluations to support the creation of resources and tools to expedite Tribal environmental health applications.
- Build out organizational capacity to prioritize environmental health needs in Indian Country.
- Build out organizational environmental health contact network.
- Curate environmental health content at NIHB's annual conference.
- Other duties as assigned.

REQUIREMENTS

- Bachelor's Degree in related field required; Master's preferred.
- One year of experience in a public health or nonprofit setting is required.
- Excellent written communication and customer service skills.
- Proficient with Outlook365, and any other systems useful or required for the role.
- Familiarity with Tribes, Tribal epidemiology centers, or Tribal not-for-profit strongly preferred.

HOW TO APPLY

Qualified candidates are invited to send a cover letter, resume, and a writing sample to jobs@nihb.org. The cover letter must be specific to the role, and address why you would be a good fit for NIHB and the amazing work we do. The email subject line should include 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 covered by NIHB
- 401(k) plan with 10% company match
- Annual leave and sick leave

- Federal holidays