National Indian Health Board

Environment and Climate Justice Grants Coordinator

POSITION SUMMARY

The National Indian Health Board (NIHB) seeks an experienced professional to provide technical assistance to Tribes on environmental and climate justice funding opportunities. The position will have a focus on National Indian Health Board's Environmental Justice Thriving Communities Technical Assistance Center, connecting Tribal environmental health programs to existing funding opportunities, providing technical assistance to Tribes on federal grant applications, and elevating issues impacting Tribal environmental health. The position is full-time, salaried, and may include travel up to 20% of the time. Position base in Washington DC is preferred but not required.

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 policy makers. 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 Grants Coordinator
Pay Scale: $65,000-$75,000 for candidates based 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. Exceptional candidates who do not live in the DC-metro area will be considered for fully remote work.
Applications are reviewed on a rolling basis until a qualified candidate is selected.

POSITION RESPONSIBILITIES

- Develop resources to assist Tribes with federal grant applications.
- Provide technical assistance on federal grant applications to Tribal requestors.
- Coordinate with thriving communities' network to ensure environmental health funding opportunities are reaching Indian Country.
- Develop and deliver a grant writing 101 training to tribal audiences.
- Design resources and tools to expedite tribal environmental health applications.
- Coordinate stakeholder meetings to assess technical assistance needs and provide capacity-building assistance to assistance requestors.
- Other duties as assigned.

REQUIREMENTS

- Bachelor's Degree in related field required; Master's preferred.
- Three years of experience in a public health or nonprofit setting required.
- Strong familiarity with federal grants, grants writing, and budget crafting processes.
- Excellent written communication and customer service skills.
- Proficient with Outlook365, and any other systems useful or required for the role.
- Experience working with Tribes, Tribal epidemiology centers, or Tribal not-for-profit strongly preferred.

HOW TO APPLY

Qualified candidates are invited to send your 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. 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