National Indian Health Board

Public Health Policy & Programs Project Coordinator (Climate & Environmental Health)

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 focus on improving the state of Tribal environmental health and environmental justice and Tribal environmental health systems. The position will work on a team with an Environmental Health Program Director, Manager, Coordinators, Associates, and Interns. The Coordinator will also work with colleagues in the Public Health Policy & Programs 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, draft communications, and keep records of all project accomplishments. This position is based in Washington, DC, and requires up to 20% travel.

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: Public Health Policy & Programs Project Coordinator (Climate & Environmental Health)
Pay Scale: $68,000 - $78,0000, commensurate with experience and qualifications (for those located in the DC-metro area)
Employment type: Full-time
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

- Provide technical assistance to Tribes navigating the federal grant application process for environmental justice and energy related issues;
- Design resources and tools, review and provide feedback on existing tools and materials, , produce communication and informational briefs, and host convenings to assist Tribes and Tribal environmental health professionals to build capacity;
- Collect Tribal tools, resources, and formulate best practices for Tribes, Tribal environmental health systems;
- Undertake evaluation and quality improvement activities on efforts and strategies;
- Identify and develop partnerships and resources to support Indian Country and advance the work of NIHB and the Public Health Policy and Program Department in the environmental health space;
- Maintain currency in advancements in the public and environmental 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 environmental health policy and program technical assistance/training needs;
- 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 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;
- 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;
- Represent NIHB to external partners in a professional, technically competent manner
- Provide factual information, review and analysis of legislative, budget and policy issues relevant to environmental health;
- Build relationships in Indian Country with Tribal leaders, Health Directors and environmental health practitioners; and
- Perform other duties as assigned

REQUIREMENTS

- Preferred: Master's degree in Public Health, Environmental Health/Management, Health Administration, Health Science, Public Policy, Public Administration or related field with

similar required knowledge, skills, and abilities
- A minimum of three (3) years' experience in public/environmental health programs / projects (experience in grant funded projects, program evaluation, and reporting, preferred)
- Familiarity and/or experience with the Environmental Protection Agency and/or the Department of Energy
- 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
- Ability and willingness to travel domestically on behalf of NIHB

HOW TO APPLY

Qualified candidates are invited to send your cover letter, resume, and three writing samples 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