

# National Indian Health Board



## **Seeking an enthusiastic Public Health Program Coordinator to assist with coordinating a national project to improve cancer screening rates**

The National Indian Health Board (NIHB) is seeking to hire two Public Health Program Coordinators to assist with coordinating a new project examining barriers and developing potential strategies to improve the rate of breast, cervical and colorectal screening among American Indians and Alaska Natives. They report to a senior public health staff member and is a member of the Public Health Policy and Programs Department. The Coordinators will work with other team members and a contractor to conduct a small research project to identify clinical best practices on cancer screening, and then disseminate the findings. The successful candidate will be an individual with vision, passion, commitment, knowledge, skills and a proven track record in achieving measurable advancements in public health infrastructure and capacity, policy and programs for at-risk communities.

### **Duties and responsibilities of this position include, and are not limited to the following:**

The Public Health Program Coordinator is a key position within NIHB, providing critical administrative, program and policy support to the NIHB Public Health Policy and Program Department, and serving on the lead team for the cancer screening project. This position will be responsible for:

- Researching clinical practices and assessment tools in order to design an assessment instrument specifically for Tribal clinics operating cancer screening programs
- Recruiting Tribal clinics to participate in the assessment
- Overseeing the implementation of the assessment
- Compiling and analyze assessment data in order to identify potential best practices
- Monitoring a contract with a national non-profit partner to assist with project activities
- Providing technical assistance and conduct site visits as needed to Tribal sub-recipients
- Coordinating regular project updates calls and communication protocols between NIHB staff and the funder
- Coordinating and facilitates communications to advance the knowledge of Tribal Leaders and stakeholders as they shape health policy on cancer screening and prevention
- Developing and maintain strategic relationships to advance the project and the NIHB public health agenda
- Overseeing content development for NIHB's website, newsletters, and social media outlets
- Collecting relevant research, project findings, and other information in order to create information and outreach materials on cancer prevention and screening
- Identifying key opportunities and conduct project dissemination activities
- Providing factual information, review and analysis of legislative and policy issues that are relevant to cancer and disseminate this information with Indian Country and other

- national non-profit organizations
- Building relationships in Indian Country with Tribal leaders, Health Directors and those involved in cancer prevention
- Actively engaging in national conference planning and implementation, including the annual NIHB National Tribal Health Conference and annual Tribal Public Health Summit

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

- Bachelor's or master's degree in social psychology, environmental health, environmental science, public health, community health, health policy, or similar field
- Three years' experience in public health or clinical health programming, research, and/or evaluation.
- Experience with clinical operations
- Experience with federally funded grant operations
- Strong writing and oral communication skills
- Strong organizational skills
- Ability to multi-task and manage priorities
- 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. We operate with excellence in mind in all matters and the confidence to defend and debate ideas without ego interfering to create the best outcome possible. 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 a full-time (40 hours per week) position based in the NIHB office in Washington, DC with some required national travel. **American Indians and Alaska Natives strongly encouraged to apply.** Please see [www.nihb.org](http://www.nihb.org) for more information. NIHB is an equal opportunity employer.

**HOW TO APPLY:**

Interested candidates prepare the following information about yourself and email it as instructed below:

- Resume;
- Cover letter;

Send your application packet 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.