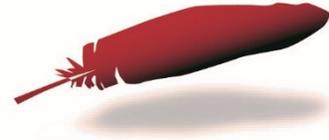


National Indian Health Board



Seeking a qualified Communication Manager to coordinate media, outreach and information dissemination efforts for a national non-profit entity

The National Indian Health Board (NIHB) is seeking to hire a Communications Manager to work across different project and departments within the organization to coordinate an agency-wide communications strategy. The Communications Manager will be responsible for working collaboratively with all staff to implement a dynamic communications plan to support the National Indian Health Board's (NIHB) strategic plan, mission and vision to effectively improve the health care status for all American Indians and Alaska Natives (AI/AN's). The position requires strong organizational and communication skills, knowledge of print media, social media, and web-based media, and the ability to think strategically about how to use media and outreach to support the organization and Tribes as they are seeking to strengthen their healthcare programming. The successful candidate will be an individual with vision, passion, commitment, knowledge, skills and a proven track record in achieving measurable advancements.

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

The Communication Manager is a key position within NIHB, providing critical administrative, program and policy support to the entire organization. This position will look critically at how NIHB is presenting itself to its members, constituents, partners and the general public, and help to craft a strategic way to not only carry out grant deliverables, but also tell the story of the organization. This position will be responsible for:

- Planning, coordinating, and implementing the communications and public relations function for the organization (which includes but is not limited to timely and consistent website updates and creative contribution and vision for the communications aspect of projects and campaigns).
- Managing and updating the NIHB website, Facebook, Twitter, Instagram, other social media outlets
- Coordinating the production and distribution of NIHB publications, newsletters (in both print and electronically), reports, and mailings.
- Coordinating all efforts to standardize organization branding and logo usage;
- Works to ensure that all webpages and publications comply with section 508 of 29 U.S.C. § 794 (d), and other applicable publishing and copyright laws;
- Developing web-based communications activities to promote NIHB events, programs, advocacy, fundraising and other activities including web sites and e-mail marketing programs.
- Leading the development of social marketing, informational, and educational materials and campaigns to support the organization's public health, advocacy, and information dissemination activities.
- Assisting with the creation of press packets and other communications-related toolkits to support broad-based information dissemination efforts;

- Preparing, researching, and writing content for publication, public comments, press/media releases, public speeches, presentations, fact sheets, and training;
- Creating rich and creative content that is optimized for search engines;
- Establishing and maintaining effective working relationships with representatives of the print and broadcast media, Tribal organizations, private and public organizations and other parties interested in the health programs and activities of American Indian and Alaska Natives;
- Assisting with the preparation of funder and grant reports, as well as internal reporting on project progress; and
- Assisting as needed in planning and implementing the NIHB's annual conference and meetings;

Required qualifications include, but are not limited to the following:

- Undergraduate or advanced degree (preferred) in public relations, public affairs, journalism, communications; or related field;
- Minimum of 3 years' experience working in the communications field;
- Experience with web design and maintenance, marketing and communications planning, printing and publication, social marketing, and cross-project collaboration;
- Excellent verbal and written communication and interpersonal skills, including proven success and experience with different writing styles;
- Strong organizational skills combined with the ability to multi-task and prioritize in a timely manner; and
- Knowledge of the issues and trends in American Indian and Alaska Native health, and a strong interest to playing an active role to strengthen for American Indian and Alaska Native health and well-being.

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 based in our offices in Washington, DC. No relocation funding provided. **American Indians and Alaska Natives are strongly encouraged to apply.** Please see www.nihb.org for more information. EOE.

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

- Your resume;
- Your cover letter;
- Salary history

Send your application packet to jobs@nihb.org with your name and the title of the position you are applying for in the subject line.