

# NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

**Posting Closing Date: July 10<sup>th</sup>, 2021**

**Job Title** TEC-IVAC Project Manager  
**Reports To:** MCH Programs Director  
**Starting Wage:** \$50,000-\$75,000  
**Status:** Exempt, Salaried  
**Classification:** 1.0 FTE, Regular  
**w/benefits**

**Location:** Portland, OR - Telework  
available from WA, OR or ID  
**Closing Date:** 7/10/21

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**Job Summary:** The Tribal EpiCenter Consortium to Improve Vaccine Coverage in American Indian and Alaska Native Adults (TEC-IVAC) Project Manager will coordinate a national partnership among the Tribal EpiCenters (TECs) to address the need to increase vaccine coverage among American Indian and Alaskan Natives through building public health capacity infrastructure and capacity and implementing flu and COVID-19 vaccination related activities. This position can telework from OR, WA or ID.

The Project Manager will coordinate the implementation of best practices related to flu and COVID-19 vaccine activities and will provide technical assistance and support to TECs to develop deploy and evaluate their adult immunization messaging and educational campaign. The Project Manager will assure that appropriate messaging across Indian Country that utilizes trusted community voices, is grounded in a tribal context and addresses AI/AN vaccine hesitancy.

The Project Manager will work under the supervision of the Maternal Child Health Programs Director and within the context of the overall EpiCenter public health objectives provided by the EpiCenter Director.

The Project Manager must have a demonstrated record in health program development and leadership. The Project Manager will combine program development, project management and with content development. This position can be done remotely within the tristate area or be based in Portland, Oregon. NPAIHB offices are located in Multnomah County. NPAIHB is following local directives as to COVID-19 for businesses, and Federal, State and Tribal directives. When restrictions are lifted, this job may require travel and participation in national and regional meetings as requested. Health, dental, and retirement benefits are included.

**Essential Functions:**

1. Manages grant activities and funder relationship to develop the TEC-IVAC program infrastructure for participating TECs.
2. Meets project and financial objectives by preparing budgets, scheduling expenditures, addressing variances, and proposing corrective action as needed in order to complete required work.
3. Oversees consultants to carry out project work plan, meet project milestones, and manage the project.
4. Oversee and revise work plan and timeline for implementation.
5. Collaborate with the NWTEC staff, other participating TECs, and other Board personnel who provide expertise and content essential to the overall partnership to accomplish and delegate project tasks.

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6. Convene TEC representative to collaborate with CDC Learning Hub to review, modify and improve resources that can be more broadly shared
7. Provide technical assistance to the TECs as needed to support their deployment of messaging and education campaign.
8. Collaborate with Project Evaluator to deploy evaluation plan
9. Maintains and expands partnerships and relationships with Tribal and non-tribal stakeholders as a representative of the NWTEC as directed by the NWTEC Director.
10. Exercises discretion, good judgment and reasoning, and ability to handle confidential information as required as this position is part of the NWTEC.
11. Participates in meetings and/or presents at conferences regionally and nationally as required.
12. Prepares written reports, white papers, presentations to member Tribes, federal and state agencies, and other oral, behavioral and medical health stakeholders. Develops written documents associated with carry out project goals and objectives.
13. Assists TCHP Project Director, Government Affairs/Health Policy Director and NDTI Project Director on preparation of comments related to proposed CHAP policies.
14. Prepares monthly activity reports and provides to the supervisor at the end of each month.
15. Performs other duties as assigned.

### **Standards of Conduct:**

- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Consistently display professional work attire during normal business hours.
- Effectively plan, organize workload, and schedule time to meet workload demands.
- Maintain a clean and well-organized workstation and office environment.
- Exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treat NPAIHB delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively.
- Participate willingly in NPAIHB activities.
- Abide by NPAIHB policies, procedures, and structure.
- Research and with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.

### **Qualifications:**

- Master's Degree in Public Health or Health Administration preferred or bachelor's degree with equivalent work experience in health-related field may be substituted.
- Five years of experience in public health, health administration, health policy, public administration or community health.

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- Experience in developing media campaigns and utilizing a variety of media platforms.
- Experience in project management across multiple performance sites.
- Experience overseeing project budgets, workplans and timeline.
- A minimum of two years of experience working with a Northwest tribe, tribal communities, tribal or urban Indian organizations.
- Advanced user in Microsoft Office package. (Excel, Word, PowerPoint).
- Experience in use of media development applications (Adobe, InDesign, Canva).
- Excellent writing skills.
- Excellent communication skills.
- Must be highly organized and motivated, and be able to manage complex projects and carry out all responsibilities of the job requirements with minimal day-to-day supervision.
- Must demonstrate discretion, tact, knowledge, judgment, and overall ability in working effectively with federal, tribal, and other professionals and facilitating participation and partnership in the activities of the program.
- Must be sensitive to cross-cultural differences, and able to work effectively within their context.
- Must be able to travel, as requested.

### **Typical Physical Activity:**

**Physical Demands:** Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.

**Physical Requirements:** Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly. Constantly requires working with fingers rather than the whole hand or arm. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Occasionally requires standing and/or sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

**Typical Environmental Conditions:** The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

**Travel Requirements:** Due to COVID-19, NPAIHB staff are temporarily teleworking until further notice from NPAIHB Executive Director and pursuant to national and local public health directives. In the future, when travel is not restricted, travel is required for this

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position in the Northwest and nationally.

**Disclaimer:** The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and or skills required of all personnel so classified.

Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical or mental disability, marital status, sexual orientation, gender identity, religion, politics, membership or non-membership in an employee organization, marital status, citizenship or immigration status, veteran or military status, genetic information, ancestry or any other characteristic protected by law.

Applications can be found online at [www.npaihb.org](http://www.npaihb.org)

SEND RESUME AND APPLICATION TO: [HR@npaihb.org](mailto:HR@npaihb.org)