

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: 10/9/21

**Job Title: Native Boost Project
Coordinator**
Reports To: MCH Program Director

Starting Wage: FTE \$50,000 – 54,000
Status: non-Exempt, hourly
Classification: .70-.80 FTE, Regular
Location: Portland, OR

Job Summary: The Native Boost Coordinator will coordinate a NW Tribal effort to increase childhood vaccine coverage among American Indian and Alaskan Native children through building vaccine confidence among Tribes in Oregon, Washington and Idaho. This Project will aim to expand Tribal provider knowledge and strategies, address evolving community hesitancy issue and disrupt vaccine misinformation.

The Project Coordinator will coordinate the implementation of Native Boost annual workplan activities which include coordinating technical assistance and support to Tribes, coordinating and evaluating provider, community, peer advocate trainings or listening sessions and overseeing messaging and educational campaigns. The Project Coordinator 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 Coordinator 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 Coordinator must have a demonstrated record in the development and coordination of health provider curriculum, training and evaluation. The Project Coordinator must have experience providing outreach to medical team including providers or other clinical staff. The Project Coordinator must be able to combine training and outreach with complimentary content development. This position is 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 regional meetings as requested. Health, dental, and retirement benefits are included.

Essential Functions:

1. Coordinated grant activities and contributes to funder relationship to develop the Native Boost program infrastructure for participating Tribes
2. Coordinate meetings with consultants to address media scope of work, document progress, and achieve delivery of scope of work
3. Works with Project Director to develop, implement and revise Project work plans and timelines.
4. Revises training curriculums, training materials and aids for provider, community member, peer advocate trainings
5. Coordinates the delivery and evaluation of provider, community and peer advocate trainings.

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6. Collaborates with the NWTEC staff, consultant, state health department, CDC and IHS, to provide expertise and content essential to the overall partnership to accomplish and delegate project tasks.
7. Convenes Native Boost advisory committee meetings, sets agenda, distributes minutes and actions items
8. Provide technical assistance to the Tribes as needed to coordinate trainings and deploy of messaging and education campaign.
9. Completes qualitative interviews, summarizing data and interpreting findings
10. Maintains and expands partnerships and relationships with Tribal and non-tribal stakeholders as a representative of the NWTEC as directed by the NWTEC Director.
11. Exercises discretion, good judgment and reasoning, and ability to handle confidential information as required as this position is part of the NWTEC.
12. Participates in meetings and/or presents at conferences regionally and nationally as required.
13. Assists in the preparation of written reports, presentations associated with carry out project goals and objectives.
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:

- Bachelor's degree with significant experience in focused media development, curriculum development and provider and community outreach and instruction required, Master's degree in public health preferred.
- 5 years of program coordination experience

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- At least 5 years of experience developing training curriculum, training evaluation and agenda
- At least 5 years of training providing instruction and or teaching
- At least 3 years of experience facilitating online trainings via platforms preferably zoom or WebEx
- At least 3 years of experience providing training outreach to medical teams including provider, other clinical staff and interns
- At least 2 years of experience in collecting, analyzing, and interpreting evaluation data.
- At least 2 years of experience developing or observing qualitative protocols, conducting qualitative interviews, summarizing data and interpreting findings
- At least 2 years of experience working with Tribes, Indian organization, multi-cultural programs experience with NW Tribes preferred.
- At least 4 years of experience writing, editing reports and content for newsletters and websites
- At least 2 years of experience developing multi-media, including social, video and print media with general knowledge or use media application including Adobe and Canva
- Must be able to travel as requested, when COVID-19 travel restrictions are lifted

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 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 position in

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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

SEND RESUME AND APPLICATION TO: HR@npaihb.org