

**NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD  
JOB POSTING CLOSING DATE: 1/18/22**

**Job Title:** Training and Outreach Manager

**Classification:** Full Time Regular w/  
benefits

**Reports To:** Director, NWTEC

**Salary range:** \$65,000 – 75,000 (DOE)

**Opening:** 1/5/22

**Dept:** NW Tribal Epidemiology Center

**Closing:** 1/18/22

**Job Summary:**

The Training & Outreach Manager will be responsible for developing and coordinating the design and implementation of public health worker development and training for NPAIHB member tribes and the NPAIHB staff. The Training & Outreach Manager will develop the public health workforce on-line training. Following tribal needs analysis, the manager will work with staff experts to develop curriculums and training materials, coordinate in person training, develop on-line training, choose and supervise outside training/vendors and implement feedback collection tools in collaboration with state, local and tribal public health or community-based partners within the 3-state Portland Area.

**Essential Functions:**

1. Project Management and Administration
  - Coordinate the design, implementation and reporting of effective evaluation strategies to measure impact of the NPAIHBs training and education activities.
  - Contribute to the overall analysis of Evaluation activities at the NPAIHB.
  - Coordinate scheduling, tracking and reporting of trainings conducted by the NPAIHB throughout the Area.
  - Work with database programs to update training information through data entry and retrieval, running reports and providing necessary documentation for reporting.
  - Facilitate linkages between activities of the NPAIHB, tribes and national public health workforce development initiatives.
  
2. Communication, Collaboration and Networking
  - Build relationships with local institutions of higher education to facilitate identification of individuals to provide training.
  - Work with partners to build and develop new collaborations and partnerships to address training needs to enhance NPAIHBs Area tribe's activities.
  - Assist in definition of goals, objectives, target audiences and linkages with specific organizational performance goals.
  - Respond to and prioritize specific requests for training and determine the appropriate NPAIHB role in providing expertise and/or content for development of new learning opportunities.

- Develop and design effective communication systems and identify learning resources, including list serves, web site resources, instruction manuals, teleconferences and web conferences.
- Development and identify learning resources, instructional material and best practices.
- Coordinate the creation of web-based platform for training in public health.
- Implement methods to enhance local and regional public health training capacity throughout the Area.

### 3. Technical Assistance, Training and Evaluation

- Convene, facilitate and participate in curriculum design teams consisting of regional partners and other key partners to develop new training opportunities in both traditional and distance learning formats.
- Coordinate scheduling, tracking and reporting of trainings conducted by the NPAIHB throughout the Area using databases
- Develop and maintain listings of current and future NPAIHB training opportunities.
- Design and implement effective distance learning programs for NPAIHB. Participate and identify topics, content, curricula and target audiences that are best supported through distance learning modalities and participate in curriculum design teams.
- Assist with training and support of NPAIHB staff in technical aspects of distance learning

### 4. Additional Duties contributing to overall operation and development of the NPAIHB

- Contribute to grant writing and other fund-raising activities of the NPAIHB.
- Contribute to grant reports and other informational requests from NPAIHB funders.
- Assists with preparation of presentations at meetings.
- Contribute to the strategic development and goal-setting of the NPAIHBs overall training and education program.
- Participate in university, state, regional, and national committees as requested.

### **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 office environment.
  - Expected to 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.
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- 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:**

- Applicant is required to have an education or health-related Bachelor's degree and experience working in community based Indian Health programs.
- Must have knowledge and experience in the design and implementation of workforce and training development, including adult education techniques.
- Demonstrated previous training and teaching experience.
- Experienced user and trainer for on line learning system platform.
- Interest in training and teaching others and facilitating this activity.
- Able to think creatively to identify new training initiatives.
- Must have excellent presentation, communication and interpersonal skills.
- Must have knowledge and experience with Microsoft Office Suites (Excel, Power Point, Access, Publisher, and Word).
- Must have experience writing effective reports to funders.
- Must be enthusiastic, self-motivated, and able to work independently, setting day to day priorities without assistance, or requiring direct supervision and assistance in setting goal, objectives and strategies.
- Experience working with tribal communities is highly desirable. Experience with NW tribes is preferred.
- Familiarity with grants administration and funding agencies is desirable.
- The applicant must have a valid driver's license.

**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. Occasionally involves light work: exerting up to 20 pounds of force and/or up to 10 pounds of force and/or a negligible amount of force to move objects.

**Travel Requirements:** Local travel is occasionally required. Overnight travel outside of the area is infrequently required. Must attend quarterly Board meetings held throughout the Northwest (two nights minimum per meeting).

**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

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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 handicap, marital status, sexual orientation, 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)**

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