

# NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

## Job Posting Closing Date: 8/4/22

**Job Title:** Project Coordinator  
**Reports To:** Director, WEAVE-NW  
**Salary Range:** \$20.00-24.00 per hr.  
DOE

**Closing Date:** 8/4/22  
**Classification:** FTE Non-Exempt w/ Benefits  
**Funding Duration:** Through 9/30/2025  
**Location:** Portland, Oregon

**FTE:** 1.0 FTE

**Department:** The EpiCenter

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**Job Summary:** The Northwest Portland Area Indian Health Board (NPAIHB) oversees the Northwest Tribal Epidemiology Center, where the Good Health and Wellness in Indian Country (GHWIC) funded, WEAVE-NW is housed. The Project Coordinator will also support WEAVE-NW team and addressing chronic health disease in Tribal communities.

The Project Coordinator will serve as the focal point for project communication, subaward response, training support and coordination of the Breastfeeding Coalition. The Coordinator will provide a broad range of support services for WEAVE-NW Tribal team and sub awardees. The Project Coordinator will also assist in maintaining WEAVE-NW's website and social media accounts.

The Northwest Portland Area Indian Health Board serves the 43 federally recognized tribes in Idaho, Oregon and Washington. This project will also seek to target a national audience of American Indian and Alaska Native (AI/AN) teens and young adults.

### **Essential Functions:**

#### **1. Assistance and Administrative Support**

- Serve as the primary administrative contact for all day to day communication with subawards, consultants and NW Tribes.
- Assist WEAVE-NW project staff in the planning and coordination of meetings, trainings, conferences, workshops and evaluation activities.
- Provide administrative support to the WEAVE-NW Project Director on project related activities.
- Contribute to the electronic Monthly Activity Report (eMAR) and provide to Project Director/ Supervisor at the end of each month eMARS reports.
- Assist with the collection of subaward contact sheets, workplans budgets to submit to Project Director and Finance team
- Prepares and updated contract summary sheets and solicit invoices when necessary.

#### **2. Breastfeeding Coalition Coordination**

- Provide support and communication coalition meetings and activities
  - Facilitates community partnerships for NW Tribal Breastfeeding Coalition
  - Collaborates with program teams and MCH core
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#### **3. Media Coordination: Website and Social Media**

- Solicited updates and content from WEAVE-NW staff to update and maintain website and social media accounts.
- Create regular content, flyers, postings using online design and publishing tools like Canva, In Design, Pic Monkey, Piktochart
- Create, proof, and edit WEAVE-NW web site content (using Word Press).

#### **4. WEAVE-NW Project Dissemination and Constant Contact Coordination**

- Develop relationships with tribal project leads across Idaho, Oregon and Washington.
- Solicit and disseminate content for constant contact newsletters, workshop/training postings
- Disseminate other project materials as needed.
- Manage and update project partner contact lists

#### **5. Other Duties**

- Be an active participant in WEAVE-NW team meetings.
- Develop WEAVE-NW team meeting agendas
- Record activities of project meetings and add to Trello (project management software) account as directed or as applicable.
- Maintain well-organized filing system for documents and computer files.
- Perform 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 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.
- 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.

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#### **Qualifications:**

- Bachelor's Degree required with some college credit in health-related field preferred.
- Two or more years experience working with tribal communities, tribal organizations or other Indian organizations. Experience with NW tribes preferred.
- Two or more years' experience providing administrative support or project coordination with progressively more responsibilities.
- Working knowledge of Word Press, Microsoft Office programs including Outlook, Excel, Power Point, and Word.
- Experience using design and publication applications such as Canva, InDesign, Pic Monkey, Piktochart.
- Knowledge of and experience developing social media pages
- Experience coordinating or working with a team, workgroup, committee or coalition
- Proficient spelling and grammar skills.
- The ability to proofread written materials accurately.
- Must be highly organized and motivated, and have the ability to carry out responsibilities with minimum supervision.
- Must have demonstrated ability to communicate in a friendly, courteous, and professional manner to effectively work with tribal representatives, NPAIHB staff, and other health care related organizations, and the general public.

#### **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.

#### **Physical Requirements:**

Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination to 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 hands and arms. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally. Occasionally requires stooping which entail the use of the lower extremities and back muscles. Infrequently requires crouching.

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### **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:**

Regional travel is required 3-4 times per year. Overnight travel outside of the area is required 1-2 times per year.

### **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, religion, color, creed, age, sex, national origin, disability, marital status, sexual orientation, 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:**

**Andra Wagner**

**Email: [awagner@npaihb.org](mailto:awagner@npaihb.org)**