**NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD**

POSITION POSTING – CLOSES 12/1/17

**Job Title:** NWTEC Health Communications Specialist

**Project:** Northwest Tribal

Epidemiology Center (NWTEC)

**Reports To**: Project Director, NWTEC Public Health Infrastructure

**Department:** NWTEC

**Salary Range:** $55,000 - $65,000 DOE

**Status:** Salaried, Exempt

**Classification:** Full Time (1.0 FTE) w/ benefits

**Funding duration:** September 2022, with possibility of extension

**Location:** Portland, Oregon

**Closes:**

**Job Summary:**

Under the supervision of the Project Director, the Health Communications Specialist is responsible for developing and coordinating public health messaging and communication products and strategies of the Northwest Tribal Epidemiology Center, or leading contract relationships for development of the same. This position is primarily assigned to the NWTEC Public Health Infrastructure project but will support other NPAIHB projects and initiatives. This position requires consistent and respectful communication and collaboration with project and community partners in alignment with its community-based and culturally sensitive components. The Health Communications Specialist provides technical, analytical, and specialized support to the Project and EpiCenter Director and other NPAIHB staff to support the goals and objectives of multiple projects within the organization.

**Essential Functions**

1. **Communications and Product Development**
* Lead the development of a wide range of communication products, including health education materials, data reports, web content, and promotional materials
* Consult with internal and external customers to create, develop, and implement long and short-term strategic communications plans and/or projects
* Confer with internal and external customers to determine objectives, budget, background information, and presentation approaches, styles, and techniques.
* Develop templates, layouts, and/or design guidelines to ensure consistent branding within the organization
* Provide copy editing and formatting recommendations to staff to ensure content quality is based on accepted communication principles, methods, and practices
* Assist staff in translating scientific information and data into understandable messages for tribal community members and other stakeholders
* Participate in the creation of training curricula and tools
* Assist projects in developing webpages, social media content, videos, and other online communications, and evaluate effectiveness using web and social media analytics
* Manage own budgets and projects, and work within scheduling requirements.

**NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD**

POSITION DESCRIPTION

1. **Administrative Support**
* Assist the Project Director with the coordination and preparation of all required project reports
* Assist the Project Director with writing competitive and continuation grant applications for funding as required
* Assist with formatting, editing, and publishing the Board’s quarterly newsletter
* Assist with planning, coordination, and execution of meetings, conferences, and events as assigned by the Executive and EpiCenter Directors
* Submit a Monthly Activity Report (MAR) to the Project Director at the end of each month
* Organize and maintain a record of public health messaging, art, digital content, and products for the Board
1. **Other duties**
* Maintain well-organized filing system for documents and computer files.
* Research, and with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.
* Participate willingly in NPAIHB activities.
* Perform other duties as assigned.
* Work in a cooperative, professional manner with all NPAIHB employees.
* Maintain a clean, well-organized office environment.

**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.
* 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.
* Abide by NPAIHB policies, procedures, and structure.

**Qualifications:**

* Master’s degree in fine arts, communications, public health, media, or related field. Candidates with a relevant Bachelor’s degree will be considered if they have 3-5 years’ work experience in positions with similar duties.
* Two or more years’ experience in creative product design and communications, preferably in a public health or health care setting.
* Experience working with tribal communities or a tribal organization.
* Excellent written, verbal, active listening and interpersonal communications skills.

**NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD**

POSITION DESCRIPTION

* Strong project planning, coordination, and management skills.
* Experience preparing written reports is required.
* Must have the ability to make professional oral presentations in settings at the national level, regional level and community level, as well as in tribal settings.
* Demonstrate knowledge and understanding of technical applications to perform technical work, including design concepts, various media, and applications.
* Advanced user in Microsoft Office package (Access, Excel, Word, Publisher, PowerPoint) and Adobe Creative Suite (Photoshop, InDesign, Illustrator).
* Experience in WordPress and/or other web design software.
* Must be highly organized and motivated, and be able 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
* Able to operate a motor vehicle and have a valid State driver’s license.
* Must be able to travel regionally and nationally, 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:** Travel outside of Portland is occasionally required. Overnight travel outside of the area is infrequently required.

**NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD**

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**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, disability, marital status, sexual orientation, religion, politics, membership or non-membership in an employee organization.

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

**SEND RESUME AND APPLICATION TO:**

**Human Resources Coordinator**

**2121 SW Broadway, Suite 300**

**Portland, Oregon 97201**

**FAX: (503) 228-8182**

**Email:** **HR@npaihb.org**