

# NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: APRIL 30, 2022

<b>Job Title:</b>	Executive and Communications Coordinator	<b>Classification:</b>	Hourly, Non-Exempt
<b>Reports To:</b>	Executive Director	<b>Status:</b>	Full Time, Regular w/ benefits
<b>Salary:</b>	\$55,000-\$65,000 DOE	<b>Location:</b>	Portland, OR

## **Background:**

The Northwest Portland Area Indian Health Board (NPAIHB) is a 501(c)3 designated organization, and Tribal organization, P.L. 93-638, under the Indian Self-Determination and Education Assistance Act (ISDEAA) serving the 43 Tribes in the States of Idaho, Oregon and Washington with a staff of close to 100. NPAIHB is incorporated as a charitable organization in the State of Oregon. NPAIHB's mission is to "eliminate health disparities and improve the quality of life of American Indians and Alaska Natives by supporting Northwest Tribes in their delivery of culturally appropriate, high quality health programs and services." NPAIHB's vision is "Health and Wellness for the 7th Generation."

## **Job Summary:**

The Executive and Communications Coordinator (ECC) position will provide administrative support to the Executive Director, Deputy Director and Health Policy Staff. The ECC assists with coordinating calendars and meetings; assisting with meeting preparation; tracking events and issues; disseminating information through various medias; processing contracts, travel and purchase orders; providing support at various meetings; and managing calendars.

The ECC will work with NPAIHB Delegates, Tribal Health Directors, Tribal Leaders, other national and regional organizations, Federal agencies, States and other partners. While the position is mainly focused on administrative support, this is a great opportunity for a self-starter who wants to learn about, and contribute to, the operations of an area Indian health board, and the Indian health system at the national, regional and State level.

The ideal candidate is customer service-oriented, experienced in providing excellent administrative support, interested in communications, and in developing their writing and speaking skills.

This position will be based in Portland, Oregon and reports to the Executive Director.

## **Essential Functions**

### **1. Administrative Support Functions**

- Provide administrative support to the Executive Director, Deputy Director, and Health Policy Staff, including drafting letters, setting up meetings, managing calendars, and assisting with internal reports, purchase orders, contracts for services, travel and reservations, as requested.
- Provides support to Deputy Director related to planning all Quarterly Board and Tribal Health Director Meetings. Support includes: coordinating site logistics or virtual platform; assisting with developing agendas; drafting presentations; transcribing meeting minutes; finalizing,

## NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: APRIL 30, 2022

maintaining and tracking NPAIHB resolutions; and conducting other follow-up activities associated with the meetings, as requested.

- Assist with setting up Board Committee meetings, including preparation for meetings, taking and preparing draft minutes, and follow-up, as requested.
- Assist with preparation for State, regional and national meetings, including agendas and gathering materials for meetings, as assigned.
- Assist to improve the capabilities and role of the Health Policy Staff in tracking Federal and State health policies, including legislation, regulations and other policies by providing administrative support in tracking Federal or State issues, as assigned.
- Assist in preparation for State, regional and national meetings. This includes assisting with drafting agendas, developing and maintaining issue tracking lists and following up on assigned issues as needed.
- Assist with document file management and email communications to make sure that Word, Excel, Access and other work product files are transferred to Board's Network File Server and/or designated cloud platform.
- Make travel arrangements for Executive Director, Deputy Director, Health Policy Staff, Delegates, consultants and presenters as needed.
- Register Executive Director, Deputy Director, Health Policy Staff, Executive Committee, and Delegates for meetings.
- Prepare Purchase Orders and/or work with Purchasing Agent to submit Purchase Orders.
- Work with Contracts Manager to draft/finalize specific Admin/Policy contracts and amendments; work with Purchasing Agent to submit invoices for payment; track invoices and payments; and assist with managing contract, scope of work and deliverables, as requested.
- Assist with the development of grant report to Indian Health Service of Program Operations funds, or other reports, as requested.
- Participate in virtually, or travel to, national, regional, or State meetings to represent NPAIHB, take notes, and report back, as requested.
- Enter data into eMAR system.
- Assist with special projects, as requested.

### **2. Communications Functions**

- Manage and update contact information/database/listservs for NPAIHB Board Members/Delegates and Alternates, including managing resolutions and Tribal appointment letters assigning new Delegates and Alternates to NPAIHB Board.
- Maintain and keep current contact information for Tribal Chairs, Councilmembers, Tribal Health Directors, Tribal Advisory Committee members, Tribal Policy Staff, and Federal and State representatives.
- Prepare electronic calendar invites of Federal, State or organization meetings for Executive Director, Deputy Director, and/or Health Policy Staff; and prepare electronic calendar invites for Tribal Chairs, Delegates and Tribal Health Directors, as requested.
- Work with Communications Team to update NPAIHB organizational and policy webpages, and online calendar of events.
- Work with Deputy Director to finalize and post QBM and THD meeting materials to NPAIHB website or other site.

## NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: APRIL 30, 2022

- Gather NPAIHB organization-wide events and other policy deadlines for various Constant Contact communications; work with NPAIHB Staff or Health Policy Staff and Communications Staff to finalize and disseminate weekly.
- Ability to review policy information and synthesize for dissemination in Constant Contact or emails.
- Work with Health Policy Staff and Communications Team on social media posting of events, as requested.
- Assist Communications Team with mailing of NPAIHB newsletters or other periodicals.
- Contribute reporting on issues from assigned meetings, tracking ongoing issues, and provide updates on assigned issues at Admin, Staff and Policy meetings.

### **Standards of Conduct:**

- Exhibits professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Displays professional work attire during normal business hours.
- Effectively plans and organizes workload and schedule time to meet workload demands.
- Maintains a clean and well-organized office environment.
- Exercises judgment and initiative in performance of duties and responsibilities.
- Works in a cooperative manner with all levels of management and with all other NPAIHB staff.
- Treats NPAIHB delegates/alternates, Tribal people and co-workers with dignity and respect and shows consideration by communicating effectively.
- Participates willingly in NPAIHB activities.
- Abides by NPAIHB policies, procedures, and structure.
- Researches and with the approval of supervisor, attends trainings as needed to improve skills that enhance overall capabilities related to job performance.

### **Qualifications:**

- Bachelor's Degree in Native American Studies, Political Science, Public Health or related field with at least two years of experience in an administrative position working with Tribal governments, Tribal organizations or other AI/AN organization; or high school degree with four years of related organization working with Tribal governments, Tribal organizations or other AI/AN serving organization.
- Proficient in Microsoft Office programs: Outlook, Access, Excel, Power Point, and Word.
- Must have experience with organizing, setting up filing systems both electronic and hardcopy.
- A strong and demonstrated record for good attendance and must be punctual.
- Good writing and communication skills essential. Must have ability to write business communication, and simple project reports. Must be able 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 highly professional manner.

**NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD**  
JOB POSTING CLOSING DATE: APRIL 30, 2022

**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.

**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:** Local travel and/or overnight travel outside of the area is occasionally required.

**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, 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)