

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: 12/2/22

Job Title: EPH Project Coordinator
Reports to: EPH Director
Salary Range: \$45-50K DOE
Department: Environmental Public Health

Status: Exempt, Salaried w/Benefits
Classification: 1.0 FTE, Regular
Funding Duration: Through 9/2024
Location: Portland, Oregon
or Remote from OR, ID, or WA

Job Summary:

The Environmental Public Health Program supports the 43 federally recognized tribes in WA, ID and OR in reducing environmentally-related illness by creating healthy environments where people can live in balance with nature to reach their full physical, mental, cultural, and spiritual health potential. The primary responsibility will be to provide administrative and technical support to the Environmental Public Health team. The EPH program work is diverse and broad in scope, so the Project Coordinator will have the opportunity to work on a variety of projects that focus on protecting and enhancing human health through the delivery of environmental health services. This position is funded through two U.S. Environmental Protection Agency grants, with full funding available through September 2024. This funding is expected to be extended for at least an additional two years.

This position reports directly to the **Environmental Public Health Director** located within the Environmental Public Health Program at the Northwest Portland Area Indian Health Board (NPAIHB), but will work closely with the entire EPH team as well as NPAIHB administrative support staff. Activities must be accomplished with minimal day-to-day supervision. Duties include, but are not limited to:

Essential Functions:

1. Coordination

- Serve as the primary contact for general EPH inquiries and communication
- Coordinate the annual EPH Gathering and other workshops, meetings, and training courses
- Assist with the design and information development for a new EPH website
- Work with the EPH team to ensure tribal sub-recipients are reporting correct and accurate information based on the grant requirements.

2. Administrative support functions

- Responsible for preparing, initiating and tracking purchasing requests and contract invoices
- Assist with compiling routine reporting to meet grant requirements
- Assists with data collection, input and organization following requirements
- Monitors budgets and supports EPH staff budget modifications
- Manage and update project partners contact information
- Manage EPH team subscriptions to software services
- Maintain well-organized e-filing system for documents and computer files
- During EPH team meetings, take notes, record and track action items

3. Travel

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- Assist EPH staff in making travel arrangements and submitting travel authorization and report paperwork
- Possible travel includes: annual conferences, overnight site visits to tribes, training events related to job requirements

4. Technical

Depending on the Project Coordinator's experience and interest, they may support any number of projects by assisting staff with:

- Collecting environmental samples in the field
- Supporting project-based trainings, workshops or meetings for tribes and other partners
- Conducting surveys and/or interviews using a pre-determined set of questions or indicators

5. Other

- Perform other duties as assigned by the Program Director

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.

Required Qualifications:

- Bachelor's level degree in Environmental Health Science, Public Health, or closely aligned field; OR at least two years of experience in a public health position
- Two to four years of experience working with tribal communities or tribal organizations. Experience with Northwest tribes preferred.
- Advanced user in Microsoft Office software including Outlook, Excel, Power Point, Word and Teams.
- Must be self-motivated, and be able to carry out all responsibilities of the job with minimal day-to-day supervision.

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- Must have experience with organizing and setting up filing systems both electronic and hardcopy.
- Experience and/or confidence in facilitating or moderating meetings is preferred

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:

Regional travel may be required 3-8 times per year. Overnight travel outside of the area may be required 2-5 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.

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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

SEND RESUME AND APPLICATION TO:

Email: HR@npaihb.org