

# NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

**JOB POSTING CLOSING DATE: 11/26/22**

**Job Title:** NW NARCH Project Coordinator  
**Reports To:** NW NARCH Sr. Program  
Manager  
**Starting Wage:** 57-60K DOE

**Status:** Exempt, Salaried  
**Classification:** 1.0 FTE, Regular  
**Location:** Portland, OR

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## **Job Summary:**

The NW Native American Research Center for Health (NARCH) is a federally-funded program designed to increase health research capacity for tribal people nationwide. To that end, the NPAIHB has hosted a research center for the past 20 years. The program includes both research projects and training programs that are designed to increase the research capabilities of tribal people who work for their own (or other) tribe/s or tribal organizations, among students (high school to graduate students), and among academicians who are of tribal heritage. Our program now has many components and we are looking for an enthusiastic and energetic new staff member to help with multiple tasks as outlined below. The position offers many advantages and we look forward to adding a new team member.

## **Essential Functions:**

1. Assist PD with curriculum development for Summer Research Training Institute
2. Work with instructors & mentors to collect syllabus materials and communicate expectations
3. Research and select registration platform for the training
4. Develop advertising strategy & marketing materials to announce the program
5. Create application
6. Advertise the program via AI/AN networks, web, social media, LinkedIn, etc.
7. Select & announce accepted trainees
8. Work with evaluators to evaluate SI and follow-up on trainee success
9. Organize and implement Zoom-based monthly seminars
10. Keep trainees informed of job opportunities in biomedical research
11. Update and maintain NW NARCH website content
12. Data entry in Access Database
13. Assist with scheduling meetings
14. Assist with coordinating trainee travel
15. Post training and fellowship announcements on social media platforms
16. Complete weekly and monthly activity reports
17. Assist with mentor/mentee placement and tracking
18. Assist NW NARCH project staff with planning meetings, conferences, and workshops

## **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.

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- 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 workstation and 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.
- 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:**

- Bachelor's level degree in public health, education, social sciences, biological sciences, or related field.
- Two years of work experience in an education-related position or in a health or science-related field.
- Two years of experience working with tribal communities or tribal organizations. Experience with NW tribes preferred.
- Advanced user in Microsoft Office package. (Access, Excel, Word, Publisher, PowerPoint)
- Excellent writing skills
- Excellent communication skills
- 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
- Must be able to travel, 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

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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:** Due to COVID-19, NPAIHB staff are teleworking until further notice from NPAIHB Executive Director and pursuant to national and local public health directives.

**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, physical or mental disability, marital status, sexual orientation, gender identity, 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 are available online at [www.npaihb.org](http://www.npaihb.org)

SEND RESUME AND APPLICATION TO: [HR@npaihb.org](mailto:HR@npaihb.org)