

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: 12/31/22

Job Title: Events Coordinator

Reports To: Communications Director

Starting Wage: \$51,056 to \$63,069
DOE

Status: Exempt, Salaried with
full benefits

Classification: 1.00 FTE

Site: Portland, OR

Job Summary:

The Northwest Tribes have long recognized the need to exercise control over the design and development of health care delivery systems in their local communities. To this end, they formed the Northwest Portland Area Indian Health Board (also referred to as NPAIHB or Board) in 1972. NPAIHB is a nonprofit tribal organization that serves the forty-three federally recognized tribes of Idaho, Oregon, and Washington on health-related issues. Tribes become voting members of the Board through resolutions passed by their governing body. Each member tribe designates a delegate to serve on the NPAIHB Board of Directors. The vision of NPAIHB is health for the seventh generation, and our 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.

The Events Coordinator will support the goals and objectives of NPAIHB projects and departments by planning and leading health board events, conferences and staff development and engagement events. This position will manage every detail of an event from conception to post event clean-up. The Events Coordinator will report to the Communications Director.

Essential Functions:

1. Event Coordinator Functions

- Meet with NPAIHB leadership/project director/staff, to determine event planning needs or requests, including site of event, event concepts or themes, event budget, IT, speakers, target audience, communication plan for event and timelines.
- Develop work plan/timeline and budget for each event and manage timeline and budget to assure seamless event.
- Identify optimal venues and dates, and contact venues and negotiate pricing based on GSA rates.
- Obtain at least two bids from possible venues, if required under procurement policy, and prepare summary comparison of options for NPAIHB leadership/project director/staff.
- Meet with NPAIHB leadership/project directors/staff to pick venue for event from options.
- Set up registration for event through application platform selected by Communications Department.
- Work with NPAIHB Travel/Purchasing Agent to set up direct bill with venue for hotel rooms and/or food and beverages.

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: 12/31/22

- Develop banquet event orders and event specs to clearly communicate details to venues and on-site contacts.
- Communicate regularly with NPAIHB event contact (leadership, project director or assigned staff) about issues, timeline or decisions.
- Work collaboratively with NPAIHB IT and Communications staff for optimal room set-up, video and audio.
- Direct all event venue beautification to include decorations, table cloths, banners, centerpieces, seating arrangements, clean-up, etc.
- On-site contact with venue staff throughout the event to ensure smooth and seamless event.
- Manage logistics for special events including securing vendors, in-kind donations and services, coordinate facility layout and day of event set-up with NPAIHB leadership/PD/staff.
- Work with select NPAIHB NWTEC staff to solicit event feedback through surveys, comment cards, or other identified activities.

2. Communications Functions

- Collaborate with the NPAIHB communications staff to manage internal and external communications about the event, including development of promotional materials.
- Assist Communications Department teammates in creating promotional material for events across select media.
- Maintain event calendar for NPAIHB org-wide communications and NPAIHB website event calendar.
- Follow NPAIHB communications branding/style guide or other org-wide communications policies.

3. Administrative Functions

- Follow NPAIHB policies and processes in the development and/review of vendor contracts, budgets and allowable expenses.
- Set-up and maintain selected event registration and engagement application.
- Work with NPAIHB Travel/Purchasing Agent to arrange travel for invited guests or participants.
- Maintain a Teams/Sharepoint site for vendor contracts, Native vendors and contractors, and other communications and information.
- Review itemizations and invoices from venues for accuracy, and submit to leadership/project director for approval with proper cost center and GL Codes.
- Work with Travel/Purchasing Agent, and leadership/project director to ensure prompt payment, and track to completion.

4. Reporting Functions

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: 12/31/22

- Work at the Communications Director's direction to ensure the event remains on budget and compliant with the applicable cost center.
- Provide monthly Mar reports.
- Organize and maintain project files, records, and databases.
- Monitor event expenditures.

5. Involvement in Meetings, Consultations, and Training Sessions

- Attend the monthly project director meeting.
- Prepare event presentations for internal and external partners as directed by the Communications Director.

6. Other duties

- Collaborate with other NPAIHB programs to meet related goals and objectives.
- Perform other duties as assigned by the Communications Director.

Standards of Conduct:

- Demonstrate discretion, tact, knowledge, judgment, and overall ability to work effectively with staff and event workgroup members, partners, sponsors, and participants.
- Consistently exhibit professional behavior and a 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 manage time and tasks 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:

- Ability to work under pressure and meet tight deadlines.
- Available to travel within the Northwest and work after normal business hours, as needed, as part of position.
- Bachelor's level degree in event management, business administration, graphic arts or related field preferred. Associate level degree with 2 years proven

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: 12/31/22

experience or high school degree with event planning certificate and 4 years proven experience in event planning accepted.

- Three or more years of experience in event planning and management.
- Experience working with tribal communities or tribal organizations. Experience with NW tribes preferred.
- Demonstrated knowledge, experience, or ability to create and manage professional contracts.
- Demonstrated knowledge, experience, or ability to make professional oral presentations in settings at the national, regional, and community level, as well as in tribal settings.
- 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.
- Strong research skills with ability to effectively summarize findings.
- Ability to develop and manage invitation lists.

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 is required to Quarterly Board Meetings and other events.

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

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: 12/31/22

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, honorably discharged veteran or military status, genetic information, ancestry or any other characteristic protected by law.

Apply online at: <https://www.applicantpro.com/openings/npaihb/jobs>