

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: 12/31/22

Job Title: Tobacco Prevention
Coordinator

Reports To: OR Tribal Tobacco Project
Manager

Starting Wage: 51-63K DOE

Status: Exempt, Salaried

Classification: Full or Part Time with
Benefits

Location: Portland, OR (Hybrid work
preferred, telework from Oregon considered)

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 Tobacco Prevention Coordinator position will focus efforts on Tribal community training, technical support, and relationship-building. The Tobacco Prevention Coordinator will be responsible for overseeing, coordinating, and conducting training for commercial tobacco tribal programs, including attending tribal health fairs and broader tobacco gatherings. The Tobacco Prevention Coordinator will provide the Nine Tribes of Oregon with ongoing technical support for tobacco-related meetings or conferences.

The Tobacco Prevention Coordinator will work closely with the Northwest Tribal Comprehensive Cancer Program (NTCCP), Oregon Health Authority (OHA), Tribal elders, youth, Maternal-Child Health (MCH), Women, Infants, and Children (WIC), prevention programs, boys' and girls' clubs and after-school programs. This position will also establish and maintain the tribal tobacco community contact list.,

Collaboration with tribal, state, county, and other external partners on tobacco/cancer prevention and control-related planning efforts is required. Outreach efforts will be provided to tribes through training opportunities and provision of resources for cancer prevention activities.

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Essential Functions:

1. **Technical Assistance, Training, and Collaboration**

- Ensure the Commercial Tobacco Prevention project follows the requirements of the OHA contract and that deliverables are on schedule to meet all goals and objectives for the contract.
- Attend and coordinate Commercial Tobacco bi-monthly network calls - coordinating monthly calls and ongoing planning sessions.
- Establish and maintain relationships with tobacco tribal contacts to ensure broad regional participation in the project. This includes maintaining a tobacco community contact list.
- Provides technical assistance to tribes on tobacco prevention and cessation to support cancer prevention.
- Reviews Oregon Tribal prevention work plans and provides feedback and resource to support the tribal work plan.
- Schedule and provide two or more TA requests, calls, webinars, or site visits to Oregon tribes to aid in realizing Tribal Tobacco Prevention strategic goals (documenting overall implementation in quarterly progress reports).
- Support the development and dissemination of lung cancer prevention materials (fact sheets, brochures, power points, stickers, and social media messages).
- Work with Communications Dept staff on prevention materials and communications and follow all branding requirements, style guides and other org-wide communications policies.
- Establish and maintain a communication network with Northwest Tribes.
- Convene, facilitate and participate in planning teams with tribal partners and other key partners to develop new training opportunities in both in-person and distance learning formats.
- Coordinate and conduct trainings, provide logistical support and develop training objectives, agenda, and materials for tribes.
- Coordinates the scheduling, tracking, and reporting of trainings conducted by the NPAIHB or by traditional and commercial tobacco prevention and control experts.
- Develop and maintain listings of current and future commercial tobacco prevention and cessation training opportunities.

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- Design and support the implementation of effective commercial tobacco prevention programs within NPAIHB for Oregon Tribes.
 - Participate in identifying topics, content, curricula, and specialized training opportunities that would benefit the Nine Tribes of Oregon.
1. **Communication and Networking**
 - Build relationships with member tribes and support their commercial tobacco prevention efforts by identifying unmet needs as well as training opportunities (this may include drafting and completing cessation surveys)
 - Work with partners to build and develop new collaborations and partnerships to address training needs to enhance commercial tobacco prevention and control programs.
 - Respond to and prioritize specific requests for training and determine the appropriate expert training facilitators to meet individual requests.
 - Maintains contacts with state and local community groups to advocate for tribal interests in tobacco prevention and cessation activities.
 - Attend OHA Meetings, NTCCP coalition meetings with tribal contractor and WTDP trainings.
 - Attend Tobacco, OHA, Nine Tribes Quarterly Prevention meetings and other like gatherings to provide technical assistance, solicit feedback, and provide updates to OHA and tribal programs.
 - Represent the interests of the NTCCP and NPAIHB at other Cancer prevention-related meetings.
 - Plan and organize commercial tobacco conferences and trainings, support NTCCP, and WTDP cancer prevention involvement in conferences and trainings.
 - Prepare training materials (including PowerPoint Presentations, announcements, training manuals, handouts, etc.) and present at tribal site visits, regional and national trainings.
 - Submission of tobacco -related articles to NPAIHB's Health News and Notes Quarterly Newsletter (annually).
 1. **Additional Duties contributing to Commercial Tobacco cessation development**

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- Contribute to grant writing and other fund-raising activities as needed.
- Contribute to gathering information required to draft quarterly progress grant reports and other informational requests from NPAIHB funders.
- Prepares presentations for meetings, trainings and conferences.
- Maintain library of current tobacco research, policy, and data.
- Draft, navigate, and complete final contracts ushering through the approval process.
- Partner and collaborate with NTCCP, WTDP, WEAVE, and other programs.
- Meet regularly with project staff/director to ensure all goals and objectives are met and completed on schedule.

1. Reporting Functions

- Assist with the preparation and logistics for meetings and presentations.
- Contribute to supporting the enhancement of tobacco prevention, education and control services.
- Process purchase orders for outreach materials and contracts for Commercial Tobacco experts.
- Prepare eMar (electronic Monthly Activity Report).
- Support the submission of tobacco program updates and materials for reporting to OHA.

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 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.

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- 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 Degree in health, social science or related field is preferred. Associated level degree in social science or related field with 2 years of experience in tobacco related work accepted.
- 2 years' experience working in tribal governments and/or tribal communities.
- Two years of work experience in professional office environment.
- Must have excellent writing 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.
- Proficiency with computer applications (including: Word, Excel, PowerPoint, Access, box.com, sharepoint, Zoom, MS Teams) is required.
- Accuracy and attention to detail required.
- Must have the ability to complete tasks in a timely and accurate manner.
- Must have excellent communication and interpersonal skills.

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.

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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

SEND RESUME AND APPLICATION TO: HR@npaihb.org