

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: 10/27/17

Job Title: Project Assistant
Reports To: Director, WEAVE-NW
Salary Range: \$11-13.00 per hr DOE
FTE: .80

Classification: .80 FTE Non-Exempt w/ Benefits
Funding Duration: Through 9/30/2019
Location: Portland, Oregon

Department: The EpiCenter
Closing Date: 10/17/17

Job Summary: The Northwest Portland Area Indian Health Board (NPAIHB) oversees the Northwest Tribal Epidemiology Center where Good Health and Wellness, WEAVE-NW is housed. The Project Assistant will provide a broad range of support services for WEAVE-NW staff.

The Project Assistant will also support WEAVE-NW in its on-line resource development and dissemination of health resources via <http://www.npaihb.org/resource-lib/> (which will also include website updates and managing an online community forum service).

The Northwest Portland Area Indian Health Board serves the 43 federally recognized tribes in Idaho, Oregon and Washington. This project will also seek to target a national audience of American Indian and Alaska Native (AI/AN) teens and young adults.

Essential Functions:

1. Coordination

- Serve as the administrative resource and focal point for WEAVE-NW communication (health material requests, monthly constant contact newsletters, workshop and training materials coordination and postings).
- Coordinate, prepare and assist WEAVE-NW project staff with planning meetings, trainings, conferences and workshops.
- Produce and develop project correspondence, forms and tracking sheets using computer software
- Maintain database tracking systems pertaining to WEAVE-NW activities.

2. Administrative support functions

- Responsible for preparing, initiating and tracking purchasing requests.
- Provide administrative support to the WEAVE-NW Project Director and other project staff including travel, document transfer, and other project related activities.
- Prepare a Monthly Activity Report (MAR) and provide to Project Director/ Supervisor at the end of each month.

3. WEAVE-NW

- Work with WEAVE-NW staff to update and maintain website resources.
 - Participate in WEAVE-NW Team meetings.
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- Create, proof, and edit online content (using Word Press).
- Develop relationships with tribal project leads across Idaho, Oregon and Washington.
- Explore opportunities to expand the Community Forum and to increase viewership and use.
- Create regular content and postings to increase engagement in Community Forum
- Disseminate informational project materials.

4. Travel

- Make travel arrangements for outside consultants and presenters as requested.
- Promote *Good Health & Wellness in Indian Country* at regional and national meetings and conferences.

5. Other Duties

- Record and transcribe minutes of project meetings as applicable.
- Prepare Contract for Services. Initiate and track.
- Develop flyers, agendas and training packet materials. Serve as the contact resource for project trainings, meetings and conferences.
- Maintain well-organized filing system for documents and computer files.

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.

Qualifications:

- High school diploma or equivalent.
- Two or more years experience working with tribal communities, tribal organization or other Indian organization.

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- Two or more years experience in an administrative support position with progressively more responsibilities.
- Working knowledge of Word Press, Microsoft Office programs including Outlook, Access, Excel, Power Point, and Word.
- Must have experience with organizing and setting up filing systems both electronic and hardcopy.
- Proficient spelling and grammar skills.
- The ability 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 professional manner to effectively work with tribal representatives, NPAIHB staff, and other health care related organizations, and the general public.

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.

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Travel Requirements:

Regional travel is required 3-8 times per year. Overnight travel outside of the area is 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. 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, religion, color, creed, age, sex, national origin, disability, marital status, sexual orientation, politics, membership or non-membership in an employee organization.

Applications can be found online at www.npaihb.org

SEND RESUME AND APPLICATION TO:

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