

**ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC.**  
**POSITION DESCRIPTION**

**POSITION:** GHWIC Program Coordinator

**REPORTS TO:** AASTEC GHWIC Program Director

**FLSA STATUS:** Exempt (Full-Time)

**GENERAL DESCRIPTION:**

Under the supervision of the AASTEC Good Health and Wellness in Indian Country Director the program coordinator is responsible for day to day implementation of objectives/activities aligned with the 5-year GHWIC Program scope of work. This program aims to promote effective and culturally adapted policies, systems, and environmental improvements towards the prevention of heart disease, type 2 diabetes and associated risk factors, such as commercial tobacco use, physical inactivity, and unhealthy diet among American Indian Tribes. The performance of duties will be in compliance with guidelines established by the funding agency.

**MAJOR DUTIES:**

- Plans, develops, organizes, implements, administers and coordinates the objectives of the AASTEC GHWIC Program.
- Conducts routine communication and meetings with tribal and external partners, including the coordination of administrative support and technical assistance for AASTEC's GHWIC sub-awardees and other Tribal partners.
- Travels periodically to communities and other functions to provide administrative support and technical assistance as needed.
- Coordinates/co-facilitates project trainings and webinars, including participant recruitment.
- Prepares material for meetings and workshops.
- Writes, edits, and coordinates development of promotional materials, brochures, and other program related materials.
- Prepares documentation necessary to report to the funding agency on the progress of the project.
- Develops and maintains positive relationships with all project partners.
- Performs miscellaneous job-related duties as assigned.

**KNOWLEDGE REQUIREMENTS:**

- Ability to communicate effectively orally and in writing
- Ability to co-facilitate trainings for tribal stakeholders
- Extensive organizational, planning, and coordinating skills
- Ability to think ahead and plan over a one to two year time span

- Comprehensive knowledge and understanding of important cultural considerations when working with Southwestern Indian Tribes
- Ability to establish and maintain cooperative relations with a wide range of individuals and organizations at every level (Tribal Councils, Indian Health Boards, Committees, individuals, healthcare providers, public and/or private agencies)

**QUALIFICATIONS:**

- Minimum bachelor's degree in health education, community/public health, or related field
- Experience in health promotion/disease prevention program coordination
- Proficient public speaking skills
- Must be able to travel
- Able to operate a motor vehicle and have a valid State driver's license
- Completion of background investigation is required

**WORK CONDITIONS/PHYSICAL REQUIREMENTS:**

- Work is performed in a typical interior/office environment.
- Talk, hear, sit, stand; use of hands to handle objects, equipment, controls and reach with arms and hands.
- Noise level is usually minimal.
- Travel including overnight stays as needed.
- Drive company-leased vehicle to communities served by AAHIB.

**PREFERENCE:**

Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.

**TO APPLY FOR THIS POSITION:** Send CV/Resume, list of three professional references, salary requirements and cover letter to [dpeterson@aaihb.org](mailto:dpeterson@aaihb.org) or regular mail to: Delrae Peterson, Albuquerque Area Indian Health Board, Inc., 5015 Prospect Avenue, NE, Albuquerque, NM 87110. No phone calls.

**For best consideration, please forward all application materials by September 30<sup>th</sup>, 2016.**