

ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC.
POSITION DESCRIPTION

POSITION: Program Coordinator

REPORTS TO: AASTEC Director

FLSA STATUS: Exempt (Full-Time)

LOCATION: Albuquerque Area Indian Health Board, Albuquerque, NM

SALARY RANGE: \$45,000 - \$55,000 per annum (DOE)

BENEFITS: Annual Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan.

GENERAL DESCRIPTION:

Under the supervision of the AASTEC Director the program coordinator is responsible for day to day implementation of objectives/activities aligned with the 5-year Strengthening Tribal Public Health Infrastructure for Chronic Disease Prevention & Management Program scope of work. This project aims to contribute to reduction in chronic disease and risk factors by building public health capacity and infrastructure within AASTEC and tribes it serves for disease surveillance, epidemiology, and evidence-based and holistic approaches to health promotion and disease prevention. 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 Strengthening Tribal Public Health Infrastructure for Chronic Disease Prevention & Management Program.
- Provides technical assistance for the 27 Albuquerque Area Tribes.
- Conducts routine communication and meetings with tribal and external partners, including the coordination of multi-sector meetings and correspondence.
- Coordinates/co-facilitates project trainings, including participant recruitment.
- Conducts data entry, management and program evaluation activities.
- Monitors the progress of the grant and reports on accomplishments, present actions, and decisions to tribal stakeholders, advisory councils, and external partners.
- Attends relevant trainings to strengthen public health and epidemiological capacity and evidence-based best practices for chronic disease prevention and control.

- Prepares documentation necessary to report to the funding agency on the progress of the project.
- Travels periodically to communities and other functions to provide consultation as needed.
- Develops and maintains positive relationships with all project partners.
- Performs related tasks 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:

- Master's degree in public health or related field
- Experience in 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 AAIHB.

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 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 October 16th, 2017.