

**ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC.  
POSITION VACANCY ANNOUNCEMENT**

**POSITION:** Health Communications Specialist

**LOCATION:** Albuquerque Area Indian Health Board, Inc.  
Albuquerque Area Southwest Tribal Epidemiology Center

**REPORTS TO:** Epidemiology Center Director

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

**SUPERVISION EXERCISED:** NA

**GENERAL DESCRIPTION:**

This position will be an integral member of the AASTEC team. The Graphic Design/Media Specialist will advance American Indian health and wellness by developing effective communication methodologies, tools, public health messages while accessing the most useful and available media technologies including social media. The Health Communications Specialist is responsible for developing and coordinating AASTEC GHWIC public health messaging and communication products and strategies or leading contract relationships for development of the same. This position requires consistent and respectful communication and collaboration with project and community partners in alignment with its community-based and culturally sensitive components. The Health Communications Specialist provides technical, analytical, and specialized support to the project and other AASTEC staff to support the goals and objectives of multiple projects within the organization.

**MAJOR DUTIES:**

- Develop and implement an overall program communications plan.
- Assess communication/media capacity, technology knowledge, and applications preferences
- Lead the development of a wider range of communication products, including health education materials, data reports, web content, and promotional materials
- Develop templates, layouts, and/or design guidelines to ensure consistent branding within the organization
- Provide copy editing and formatting recommendations to staff to ensure content quality is based on accepted communication principles, methods, and practices
- Pilot test public health message frames using American Indian/Alaska Native language, symbol and cultural communication norms
- Assist staff in translating scientific information and data into understandable messages for tribal community members and other stakeholders
- Assist with program communications such as conference calls, meetings, written briefs, graphic design, publications, events, newsletters and website features

- Collaborate with all partners to brand activities and report successes
- Create written materials including brochures, letters, flyers, memos and posters to communicate public health issues
- Evaluate communication effectiveness
- Prepare reports
- Engage in networking activities to ensure awareness of services available
- Assure that all services are delivered in a culturally competent manner
- Participate on various committees outside and within the organization as deemed necessary and appropriate to the position
- Attend technical conferences and seminars to stay current on technological advances
- Responsible for creating and maintaining a positive public image for the organization
- Responsible for updating the website and social media platforms, and newsletters
- Coordinates media events with the community
- Performs other duties as necessary to fulfill the responsibilities of this position

**KNOWLEDGE REQUIREMENTS & QUALIFICATIONS:**

- Bachelor's degree in graphic design, communications, public health (with an emphasis on public health messaging) or related field from an accredited college or university with 2-4 years will be considered, but a Master's degree is preferred
- Additional education and training in internet technology systems preferred
- Advanced user in Microsoft Office package (Access, Excel, Word, Publisher, PowerPoint) and Adobe Creative Suite (Photoshop, InDesign, Illustrator)
- Experience in WordPress and/or other web design software
- Two to five years related experience and or training
- Experience working with a Native American Tribal organization and/or not-for-profit agency desirable. Able to work independently and as a member of a team.
- Individual must possess: artistic capacity, excellent verbal and written communication skills; strong organizational skills, professional demeanor and appearance; problem solving skills; ability to manage time effectively; self-motivation skills; work effectively under pressure; ability to build positive work relationships with internal and external customers; ability to interact professionally with a wide variety of people; speak in front of groups.
- Experience preparing written reports and documents for public dissemination preferred.
- Excellent organizational skills and demonstrated ability to carry out responsibilities with minimal day-to-day supervision
- Ability to communicate in a friendly, courteous and professional manner
- Strong and demonstrated record for good attendance
- Demonstrated discretion, tact, knowledge, judgment, and overall ability to work effectively with federal, tribal, and other professionals and facilitate participation and partnerships in program activities
- Sensitivity to cross-cultural differences, and ability to work effectively within their context
- Must be able to travel;
- Completion of background investigation is required.

**WORK CONDITIONS/PHYSICAL REQUIREMENTS:**

Must be able to perform, but not limited to the following:

- Frequently involves sedentary work; exerting up to 10 pounds of force and/or 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.
- Constantly requires the ability to receive detailed information through oral communication, 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 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
- Drive company-leased vehicle for company related business. A moderate to high level of travel may be required at times. This travel will partly within the Southwest region and partly outside of the Southwest.
- Noise level is usually minimal.

**PREFERENCE:**

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., 7001 Prospect Place, NE, Albuquerque, NM 87110. No phone calls. For best consideration, please forward all application materials by October 18<sup>th</sup>, 2019.