



POSITION DESCRIPTION

AASTECC Program Coordinator

REPORTS TO:	AASTECC Epidemiologist
LOCATION:	Albuquerque Area Indian Health Board, Albuquerque, NM (Onsite/Hybrid)
FLSA STATUS:	Exempt (Full-Time)
SALARY RANGE:	\$50,000 – \$60,000 Annually DOE
BENEFITS:	Annual, Sick Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan.
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.

DESCRIPTION

Under the supervision of the AASTECC Epidemiologist, the Program Coordinator is responsible for day-to-day implementation of strategies/activities aligned with AASTECC's initiatives to support STI (sexually transmitted infection) and overdose prevention, harm reduction, testing, and treatment within the 27 Tribe AASTECC Service Area.

DUTIES AND RESPONSIBILITIES

- Plans, develops, organizes, implements, administers, and coordinates the day-to-day activities of AASTECC's STI and overdose prevention and control activities.
- Coordinates/co-facilitates project trainings and webinars.
- Provides technical assistance for the 27 Albuquerque Area Tribes.
- Assists with the development and dissemination of data/communications products, resources, and tools.
- Assists with data collection, analysis, management, and reporting.
- Facilitates assessment and strategic action planning activities.
- Supports the design, implementation, and evaluation of STI and overdose prevention/control intervention activities.
- Updates information on the AASTECC website and social media platforms.
- Conducts routine communication and coordinates meetings with tribal and external partners.
- Assists with program evaluation activities and reporting.
- Prepares documentation necessary to report to the funding agency on the progress of the project.
- Attends meetings, takes notes, and serves on task forces/coalitions as deemed necessary by supervisor.
- Travels periodically to communities and other functions to provide technical support and consultation as needed.
- Develop and maintain positive relationships with all internal and external program partners.
- Performs additional tasks as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Proficient in both public speaking skills and professional writing skills.
- Strong organizational, planning and project management skills with the ability to work efficiently and effectively both autonomously and in small teams.
- Ability to organize and manage multiple priorities.
- Ability to think ahead and plan over a one-to-two-year time span.
- Must demonstrate leadership qualities in coordinating programmatic activities.
- Demonstrated skills and experience developing and maintaining relationships with multiple stakeholders over long periods of time.
- Sensitivity to cross-cultural differences, and ability to work effectively within their context.
- 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.
- Two years of experience working with AI populations in a public health capacity.
- Able to meet vaccination and testing requirements outlined in AAIHB Policy Manual.
- Completion of background investigation is required as a condition of employment.
- Complete HIPPA certification within 30 days.
- Maintain a valid State driver's license and have ability to drive company-leased vehicle for company and project related business.

WORK CONDITIONS/PHYSICAL REQUIREMENTS

- Work is performed in a typical interior/office environment and noise level is usually minimal.
- Occasionally involves light work; can require exerting up to 20 pounds of force and/or up to 10 pounds of force to move objects.
- Travel to funded project sites including overnight stays as needed.