



POSITION DESCRIPTION

Program Coordinator

REPORTS TO:	Good Health and Wellness in Indian Country (GHWIC) Program Director
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 AASTEC Good Health and Wellness in Indian Country Director the Program Coordinator is responsible for day-to-day implementation of objectives/activities, including events coordination, 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.

DUTIES AND RESPONSIBILITIES

- Provide administrative support to the Good Health and Wellness in Indian Country Program.
- Oversee purchase requests, professional service agreements, and memorandum of agreements.
- Communicate and coordinate services with project contractors.
- Secure meeting space for project meetings, training, and conferences.
- Assist with recruiting and registering participants to attend project meetings, trainings, and conferences.
- Coordinate travel logistics for team members and tribal partners.
- Assist with preparation of materials and minute taking for meetings and other program activities.
- Deliver health promotion and chronic disease prevention presentations.
- Facilitate meetings and trainings, action planning sessions, consensus workshops, and strategic planning sessions.
- 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.

- Assist with program evaluation activities.
- Develops and maintains positive relationships with all internal and external program partners.
- Performs additional tasks as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Comprehensive knowledge and understanding of important cultural considerations when working with Southwestern Indian Tribes.
- Proficient with Microsoft Office Professional, e.g. Word, Excel, PowerPoint, and Access.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Must be able to organize and manage multiple priorities.
- Strong organizational, planning and project management skills with the ability to work efficiently and effectively both autonomously and in small teams.
- Strong sense of teamwork and dedication to community.

QUALIFICATIONS

- Minimum bachelor's degree in health education, community/public health, or related field.
- At least two years of experience working with American Indian populations in the field (s) of public health, health promotion/disease prevention, community health education, or relevant fields.
- 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.
- Ability to meet COVID vaccination or testing requirements.

WORK CONDITIONS/PHYSICAL REQUIREMENTS

- Position is eligible for a hybrid work schedule. Must be a New Mexico resident.
- Requires sitting for periods of time working on a computer in an office environment.
- Talk, hear, sit, stand; use of hands to handle objects, equipment, controls and reach with arms and hands.
- Occasional light work which may require exerting up to 20 pounds of force and/or up to 10 pounds of force to move objects.
- Drive company-leased vehicle for company related business.
- As a condition of employment, a person may be required to work weekends and/or during the evenings and may require travel to other locations throughout New Mexico and some national travel.
- Noise level is usually minimal.

TO APPLY FOR THIS POSITION:

Send CV/Resume, list of three professional references, and cover letter to Recruiting@aaihb.org or regular mail to: Human Resource Manager, Albuquerque Area Indian Health Board, Inc., 7001 Prospect Place, NE, Albuquerque, NM 87110. No phone calls.