

National Indian Health Board



Public Health Policy & Programs Program Evaluator

ABOUT THE ORGANIZATION

The National Indian Health Board (NIHB) is the nation's premier leadership organization in Tribal policy and advocacy around health systems and appropriations, public health, behavioral health, policy analysis, and communications. This dynamic nonprofit organization was created by the Tribes in 1972 to serve as the national, unified voice of the Tribes to elevate concerns and innovations around health to the highest levels of law and policy makers. NIHB also provides critical health information to Tribes, technical assistance, and programming and serves as an education and outreach bridge to media, philanthropy, and external audiences. NIHB makes an impact on the health of American Indians and Alaska Natives as we serve all 574+ federally recognized Tribes. We passionately strive to hold the federal government accountable to uphold its trust obligations to the Tribes for health and health systems, behavioral and public health services, and capacities. NIHB serves Tribes that run their own health systems through compacting and contracting as well as those that receive their care directly from the Indian Health Service.

POSITION SUMMARY

The National Indian Health Board (NIHB) seeks a highly motivated and uniquely qualified candidate to become our Public Health Policy and Programs (PHPP) Program Evaluator. Reporting to the Public Health Policy and Programs Director, the Evaluator will work across PHPP to oversee all aspects of the evaluation of public health programs and organization-wide, including building internal evaluation capacity. This position will work closely with staff in each subject area to develop and implement appropriate evaluation methods. The Evaluator will assist with evaluation activities related to PHPP, NIHB events, and conferences.

This is a full-time, salaried position located in Washington, DC. The selected incumbent is required to live in the Washington, DC metro area upon commencement of position. Some travel (up to 10%) will be required.

POSITION RESPONSIBILITIES

- Provide technical expertise and guidance in all evaluation aspects.
- Lead, support, and guide the development of performance improvements, program evaluation plans, data analysis plans, and implementation of plans with staff.
- Develop grant reporting tools to collect process and outcome evaluation measures to ensure compliance with grant and contract deliverables.

- Design, implement, and oversee qualitative and quantitative data collection.
- Conduct and coordinate qualitative and quantitative data analysis and reporting.
- Develop and present evaluation reports, presentations, webinars, training, and proposals.
- Coordinate evaluation meetings with teams and staff regularly.
- Collaborate with leadership to determine priorities and address challenges to address public health and health goals.
- In partnership with program staff, develop evaluation tools for program activities, including training, workshops, subawardee management.
- Analyze and report out results of program-related evaluations and provide recommendations for improvement.
- Develop evaluation reports for both internal guidance and external reporting.
- Assist program staff in continuous performance improvement related based on program outcomes.
- As a member of the PHPP leadership team, assist in department-wide efforts to manage PHPP planning, activities, and staffing.
- Other duties as assigned.

REQUIREMENTS

- Bachelor's degree in public health, social sciences, evaluation, or a related field is required. Master's degree preferred.
- A minimum of 3-4 years of relevant work experience is required with a Master's degree. A minimum of 5-7 years of experience is required with a Bachelor's degree.
- Demonstrated expertise in program evaluation.
- Familiarity with Indigenous evaluation methods or frameworks.
- Respect for Tribal sovereignty and Native cultures.
- Experience with grant reporting and working with federal funders.
- Experience working with Tribes, Tribal epidemiology centers or Tribal not-for-profit strongly preferred.

HOW TO APPLY

Qualified candidates are invited to send your cover letter, resume, and three writing samples to jobs@nihb.org. Cover letter must be specific to the role, and address why you would be a good fit for NIHB and the amazing work we do. Email subject line should include the position for which you are applying.

Applications are reviewed on a rolling basis until a qualified candidate is selected.

Equal Opportunity Employer: NIHB is an equal opportunity employer and does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as

a parent, membership or non-membership in an employee organization, veteran status, or any other non-merit factor.

Salary and Benefits: Salary is commensurate with qualifications and experience. NIHB offers an excellent benefits package, including but not limited to:

- Medical, dental, and vision coverage with premiums fully covered by NIHB
- 401(k) plan with 10% company match
- Annual leave and sick leave
- Federal holidays