Federal Relations Programs Coordinator

POSITION SUMMARY
The National Indian Health Board (NIHB) seeks a confident, self-motivated, purpose-driven, and creative Federal Relations Programs Coordinator (FRPC) who will contribute to work that impacts the health and well-being of millions of American Indian and Alaska Natives (AI/ANs). The FRPC will have both internal and external facing responsibilities grounded in serving the nation's Tribes to advance the mission of NIHB through excellence in policy, advocacy, outreach, technical assistance, discreet research projects, and related programs. The FRPC will focus on coordinating day-to-day operations relating to projects and initiatives that support NIHB's Medicare, Medicaid, and Health Care Reform Policy Committee (MMPC). The MMPC is of critical importance to the nation's work to advance health policy in Indian Country and the FRPC plays a pivotal role in ensuring high functionality and efficacy of the MMPC. The FRPC is also tasked with assisting the Federal Relations Director, who is responsible for facilitating Tribal Consultations between the federal government and various Tribal leaders, representatives, and organizations. The FRPC will provide technical support and coordination for several Tribal Advisory Committees. The FRPC will also design and implement program activities, complete deliverables, prepare reports, create tools for Tribal leaders, evaluate projects, meet with federal Project Officers, and utilize evaluation information to improve performance. Reporting to the Federal Relations Director, this full-time position is based in our Washington, DC office.

POSITION RESPONSIBILITIES
- Assists the Policy Analyst in identifying, tracking, and analyzing health and public health-related policies and regulations impacting American Indian and Alaska Native (AI/AN) Tribes and Tribal members and the Indian Health Service (IHS), and Tribal health program.
- Provides technical assistance, designs resources and tools, reviews and provides feedback on existing tools and materials.
- Researches and writes articles, briefs, web content, email blasts, social media posts and other forms of mass communication for dissemination to Indian Country and other stakeholders.
- Acts as a representative with various workgroups, networks, and/or task forces.
• Establishes strong relationships with Tribal leaders, Tribal technical experts, and NIHB member organizations to build collaboration and support for the achievement of NIHB's Legislative and Policy Agenda.

• Coordinates and facilitates partner/stakeholder meetings to assess technical assistance needs, disseminate information, and provide capacity-building assistance on assigned projects and initiatives.

• Assist in writing, coordinating, and administering evaluations and assessments.

• Reviews and synthesizes assessment, planning, and policy documents and assists with collecting, cleaning, and analyzing data.

• Supports the tracking and preparation of grant applications and project reporting requirements, including tracking deadlines and processes, compiling materials, and assisting with submissions.

• Other duties as assigned.

**REQUIREMENTS**

• A Bachelor's Degree in a relevant field is required, and an advanced degree in political science, health policy, health administration, law, or another relevant field is preferred.

• A minimum of two years' experience in policy, research, analysis, and program coordination at a non-profit or government entity; or a combination of experience and education.

• Knowledge and familiarity with federal laws of significance to Indian Health preferred (titles XVIII and XIX of the Social Security Act, the Indian Self-Determination and Education Assistance Act, Public Health Service Act, the Affordable Care Act and the Indian Health Care Improvement Act).

• High proficiency in Microsoft Office 365 Suite, content management systems, social media platforms, Adobe Creative Suite, and survey tools.

• Excellent verbal and written communications and interpersonal skills, including proven success and experience with public speaking and meeting facilitation.

• Experience in health policy development and solid analytic skills combined with knowledge about the national health care agenda, issues, impacts, and trends.

• Familiarity with federally and privately funded grant operations, proposal and report writing and compliance.

• Experience preparing culturally appropriate education materials.

• Strong organizational skills and the abilities to learn quickly and efficiently, work with diverse teams of people, multi-task and manage priorities.

• Must possess cultural sensitivity and ability to work within the customs and traditions of various Tribal nations.

**HOW TO APPLY**

Qualified candidates are invited to send your cover letter, resume, and two professional writing samples to jobs@nihb.org. Cover letter must be specific to the position, and address why you
would be a good fit for NIHB and the amazing work we do. Email subject line should include your name and 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 paid by NIHB
- 401(k) plan with 10% company match
- Annual leave and sick leave
- Federal holidays