

**NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD**  
**JOB POSTING CLOSING DATE: 8/31/21**

**Job Title:** THRIVE Project Coord.  
**Reports to:** THRIVE  
Project Director  
**Salary Range:** \$48-52K  
**Department:** NW Tribal EpiCenter

**Status:** Exempt, Salaried w/Benefits  
**Classification:** 1.0 FTE, Regular  
**Funding Duration:** June 2024  
**Location:** Portland, Oregon, telework  
available from OR, WA, or ID

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**Job Summary:** The Northwest Portland Area Indian Health Board (NPAIHB) oversees the Northwest Tribal Epidemiology Center. The Northwest Portland Area Indian Health Board serves the 43 federally recognized tribes in Idaho, Oregon and Washington. This project will carry out suicide prevention grant activities required by SAMHSA and the Indian Health Service. The project coordinator will work closely with the project director and will collaborate with states, Tribes, and other organizations on project related activities. The project coordinator will provide technical and specialized support to the Project Director (PD) to support the overall project goals and objectives. The THRIVE project works to reduce suicide rates among American Indians and Alaska Natives living in the Pacific Northwest by increasing tribal capacity to prevent suicide and by improving regional collaborations.

The Project Coordinator will also support THRIVE in its online resource development and dissemination of health resources via the NPAIHB and We R Native websites. The project coordinator will lead the development and dissemination of health messaging via the [www.npaihb.org](http://www.npaihb.org) and [www.wernative.org](http://www.wernative.org) multimedia channels (i.e. website, text messaging service, videos, and social networking channels). Important functions of this position include specific assistance to sub-recipients of the grant, organizing the annual THRIVE conference, and providing on-site suicide prevention trainings to NW Tribes (i.e. Applied Suicide Intervention Skills Training (ASIST) and Question Persuade Refer (QPR)). This project is very dependent on staff who can work independently and have strong writing skills, meet many grant deadlines, and coordinate with lots of partners on a weekly basis.

**Essential Functions:**

**1. Coordination**

- Serve as the primary contact for general THRIVE inquiries and communication (promotional material requests, training & presentation requests, etc.).
- Coordinate the annual THRIVE Conference for approximately 120 attendees.
- Develop and disseminate media messaging for identified health observance months (i.e. Suicide Prevention Week, PRIDE month, etc.).
- Maintain, update, and promote THRIVE website content monthly.
- Provide technical assistance to tribal sub-recipients and other NW Tribes.
- Attend training for trainer workshops to support suicide intervention training requests by the NW Tribes, workshops may include (Question Persuade Refer, Applied Suicide Intervention Skills Training, SafeTALK, etc.).

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- Coordinate and provide trainings to NW Tribes (i.e. develop flyers, agendas, coordinate speakers and travel logistics, etc.).
- Work with the PD and local evaluator to ensure tribal sub-recipients are reporting correct and accurate information based on the grant requirements.

**2. Administrative support functions**

- Responsible for preparing, initiating and tracking purchasing requests and contracts.
- Prepare a Monthly Activity Report (MAR) and provide to the PD at the end of each month.
- Works with the PD and local evaluator with data collection and reporting to the funder by project staff and sub-recipients.
- Works with the PD to write continuation application, annual report and/or budget modifications for the funding agencies.
- Manage and update project partners contacts.
- Schedule and organize team and partner meetings with colleagues, NW Tribes, regional and national partners, etc.
- During project meetings, record and track action items as needed.

**3. Travel**

- Make travel arrangements for project director, outside consultants, project partners, and presenters/facilitators as requested.
- Promote NPAIHB projects at regional and national meetings and conferences.

**4. Other Duties**

- Collaborate with other NPAIHB programs to meet related goals and objectives.
- Maintain well-organized filing system for documents and computer files.
- Perform other duties as assigned by the Project Director.

**Standards of Conduct:**

- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Consistently display professional work attire during normal business hours.
- Effectively plan, organize workload, and schedule time to meet workload demands.
- Maintain a clean and well-organized office environment.
- Expected to exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treat NPAIHB delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively.
- Participate willingly in NPAIHB activities.

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- Abide by NPAIHB policies, procedures, and structure.
- Research and with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.

**Required Qualifications:**

- Bachelor's degree in community health, public health, health education preferred; 3 or more years of experience in a similar position. Equivalent experience will be considered in lieu of a Bachelor's degree.
- Three or more years of experience working with tribal communities, tribal organization or other Indian organization. Experience with NW tribes preferred.
- One or more years of experience with social media technologies.
- Experience with and feels comfortable discussing sensitive topics in public forums.
- Experience with public speaking and/or providing training to a variety of different audiences.
- Experience facilitating or moderating meetings.
- Must be highly organized and motivated, and have the ability to carry out responsibilities with minimum supervision.
- Proficient spelling and grammar skills.
- The ability to proofread written materials accurately.
- Must have experience with organizing and setting up filing systems both electronic and hardcopy.
- Working knowledge of Microsoft Office programs including Outlook, Excel, Power Point, and Word.
- Must have demonstrated ability to communicate in a friendly, courteous, and professional manner to effectively work with tribal representatives, NPAIHB staff, and other health care related organizations, and the general public.

**Typical Physical Activity:**

**Physical Demands:**

Frequently involves sedentary work: exerting up to 10 pounds of force and/or a 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.

**Physical Requirements:**

Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination to 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

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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.

**Typical Environmental Conditions:**

The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

**Travel Requirements:**

Regional travel is required 3-8 times per year. Overnight travel outside of the area is required 2-5 times per year. Due to COVID-19, travel is restricted and NPAIHB staff are teleworking until further notice from the NPAIHB Executive Director and pursuant to national and local public health directives.

**Disclaimer:**

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, disability, marital status, sexual orientation, religion, politics, membership or non-membership in an employee organization, marital status, citizenship or immigration status, veteran or military status, genetic information, ancestry or any other characteristic protected by law.

Applications can be found online at [www.npaihb.org](http://www.npaihb.org)

SEND RESUME AND APPLICATION TO: [HR@npaihb.org](mailto:HR@npaihb.org)