

# NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

**JOB POSTING CLOSING DATE: 4/23/22**

**Job Title:** Project Coordinator  
**Reports To:** NTEP/BOLD Project  
Manager  
**Starting Wage:** 54-60K DOE

**Status:** Non- Exempt, Hourly  
w/Benefits  
**Classification:** 1.0 FTE, Regular  
**Location:** Portland, OR

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## **Job Summary:**

The Northwest Portland Area Indian Health Board oversees the Northwest Tribal Elders Project (NTEP), Building Our Largest Dementia (BOLD) infrastructure, a project funded by CDC for the ***Healthy Brain Initiative (HBI): BOLD Public Health Program to address Alzheimer's Disease and Related Dementia In Indian Country.*** The Project Coordinators primary responsibilities are to provide coordination and support for the overall work of the BOLD and NTEP projects and is responsible for assisting tribes of Idaho, Oregon, and Washington with capacity building to address Alzheimer's disease and related dementias (ADRD).

Under the supervision of the NTEP/BOLD Program Manager, the Project Coordinator reports to the Program Manager of the NTEP/BOLD Project. The Coordinator provides general administrative support for the project director and project manager, organizing conference calls, webinars, and in-person meetings along with assisting with communication, education, data collection and orientation of the latest project developments. The coordinator will assist to organize conference personnel and tribal representatives to develop and implement ADRD prevention and management activities in tribal communities. This position will assist project staff with providing technical assistance to Northwest Tribes as they carry out activities to increase ADRD primary, secondary and tertiary prevention in program planning and priority setting.

## **Essential Functions:**

- Support efforts to engage partners and maintain relationships among the Tribes of Idaho, Oregon and Washington partners and relevant stakeholders to address Alzheimer's disease and related dementia, brain health, and cognitive decline in the Northwest Tribal communities.
- Coordinate meetings with Idaho, Oregon and Washington tribes and/or tribal clinics to facilitate any support, technical assistance, or activity implementation.
- Support program activities and implementation of education resources dissemination and provide information on early detection, screening,

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assessments, intervention, best practices and traditional wellness practices to support brain health, memory loss and cognitive decline.

- Coordinate with/between tribal health programs to develop and disseminate education resources relating to ADRD
- Coordinate training for tribal clinical providers. (Training will follow the criteria created by the NTEP advisory committee and health experts).
- Coordinate with Communications department, all project communication activities, integrating NPAIHB and EpiCenter branding across all communication channels, including but not limited to website, reports, fact sheets, newsletters, Facebook, Twitter, Instagram and other social media channels.
- Assist program staff with efforts to develop culturally specific ADRD, brain health prevention media campaigns
  - Assist with development of media implementation and evaluation plan
  - Assist with dissemination of culturally tailored media and materials to tribal communities and tribal clinics.
- Support special tribal elder advisory committee meetings to review grant activities.

#### **Other Duties**

- Participate in meetings, workgroups, site visits, and conferences as required to achieve project objectives;
- Assist with funding opportunities that align with current deliverables; and
- Collaborate with other NPAIHB programs to meet related goals and objectives.

#### **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 workstation and office environment.

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- 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.
- 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.

#### **Qualifications:**

- Bachelor degree or equivalent experience
- Personal and/or professional knowledge and experience of Alzheimer's and related dementia, and/or cognitive decline and brain health issues.
- Experience working with Tribal Communities, Elders, Councils, Tribal Resolutions, and appropriate processes of Tribal governance. Experience with NW Tribes preferred.
- Three years of program coordinating, planning and implementation experience.
- Knowledge of related Alzheimer's and dementia organizations (local, state-wide, regional, and national) available to serve NPAIHB tribes.
- Knowledge in health education, prevention and promotion programs
- Excellent writing skills
- Excellent communication skills
- Experience with multimedia development: social media content, and webpage updating
- Must be highly organized and motivated, and be able manage complex projects and carry out all responsibilities of the job requirements with minimal day-to-day supervision
- Must demonstrate discretion, tact, knowledge, judgment, and overall ability in working effectively with federal, tribal, and other professionals and facilitating participation and partnership in the activities of the program
- Must be sensitive to cross-cultural differences, and able to work effectively within their context
- Must be able to travel, as requested.

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### **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.

**Physical Requirements:** Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in 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 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 hand and arms. Occasionally requires stooping which entails 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:** Due to COVID-19, NPAIHB staff are teleworking until further notice from NPAIHB Executive Director and pursuant to national and local public health directives. Upon lift of travel restrictions, travel to tribal sties, trainings and national meetings will be required.

**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, physical or mental disability, marital status, sexual orientation, gender identity, religion, politics, membership or non-membership in an employee organization, marital status, citizenship or

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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)