

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD
POSITION POSTING CLOSING DATE: 7/16/22

Job Title:	Web Administrator and Designer	Status:	Full Time, Regular w/ benefits
Reports to:	Director of Communications	Location:	Portland, OR, hybrid work, in-office 2 days per week
Salary:	\$66,000-\$82,500 DOE		
Classification:	Salary, Exempt		

Northwest Portland Area Indian Health Board The Northwest Portland Area Indian Health Board (NPAIHB) is a 501(c)3 designated organization, and Tribal organization, P.L. 93-638, under the Indian Self-Determination and Education Assistance Act (ISDEAA) serving the 43 Tribes in the states of Idaho, Oregon and Washington with a staff of close to 100. NPAIHB is incorporated as a charitable organization in the State of Oregon. NPAIHB's mission is to "eliminate health disparities and improve the quality of life of American Indians and Alaska Natives by supporting Northwest Tribes in their delivery of culturally appropriate, high quality health programs and services." NPAIHB's vision is "Health and Wellness for the 7th Generation."

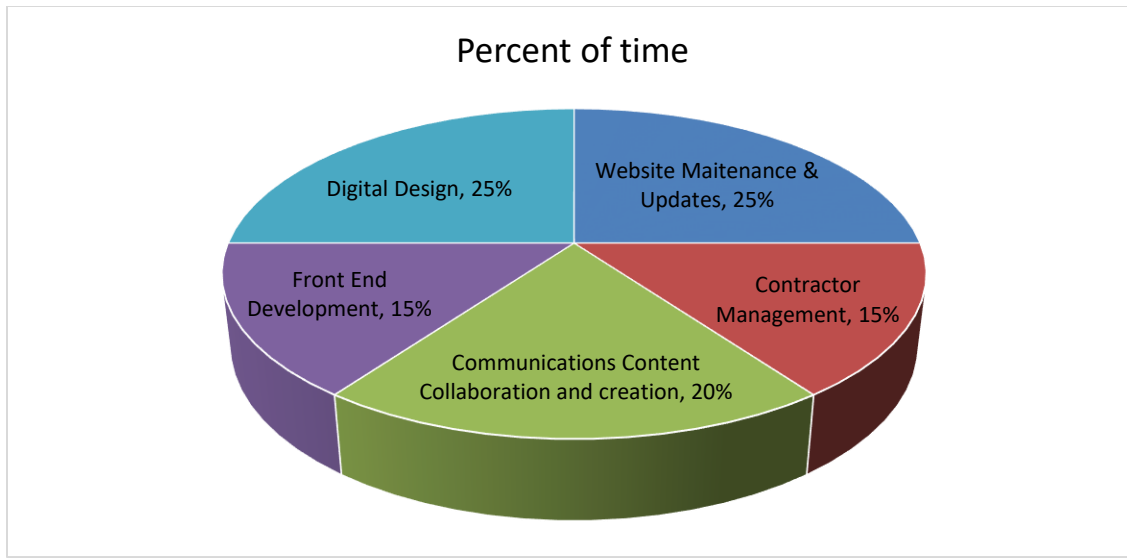
Job Summary

As a web administrator and designer, you will primarily lead the development, design, and maintenance of the NPAIHB's web properties. Secondly, you will work in the NPAIHB communications department using your digital design skills to create messaging across social and other digital media channels. This job will initially focus on web updates connected to the launch of our newly developer-designed website, after which the duties will balance across the functions outlined below.

We are seeking candidates with a strong passion for creative and technical problem solving. This position will be based in Portland, Oregon and reports to the Communications Director.

Essential Functions

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1. Web Administration Functions

- Work with NPAIHB staff to update website content
- Troubleshoot issues related to the website and other automated website tasks
- Regularly update website plug-ins and themes
- Manage web developer contractors with both web and mobile app projects; review and improve mobile responsiveness of website and its content
- Create monthly analytics reports for the website using Google Analytics and other analytics tools
- Integrate measurement into organization eMAR progress tracking system
- Develop, design, and maintain internal Sharepoint site
- In tandem with IT Director, manage access to web for contributing staff editors

2. Other Functions

- Work as a member of communications team to integrate online social, email newsletters, and other digital content with overall web presence
- Work as a member of communications team to update NPAIHB organizational and policy webpages, and online calendar of events
- Design new graphics for web and print
- Perform other duties as assigned by Communications Director

Standards of Conduct:

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- Exhibits professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Displays professional work attire during normal business hours.
- Effectively plans and organizes workload and schedule time to meet workload demands.
- Maintains a clean and well-organized office environment.
- Exercises judgment and initiative in performance of duties and responsibilities.
- Works in a cooperative manner with all levels of management and with all other NPAIHB staff.
- Treats NPAIHB delegates/alternates, Tribal people and co-workers with dignity and respect and shows consideration by communicating effectively.
- Participates willingly in NPAIHB activities.
- Abides by NPAIHB policies, procedures, and structure.
- Researches and with the approval of supervisor, attends trainings as needed to improve skills that enhance overall capabilities related to job performance.

Qualifications:

- Bachelor's Degree in Web design and development, Multimedia development, Digital Development, Computer Science, UX Design or closely related program. A bachelor's degree in a different field combined with focused experience will also be considered.
- Proficient in Microsoft Office programs: Outlook, Access, SharePoint, Teams, Power Point, and Word.
- Proficient using a CMS and third-party integrations; **WordPress knowledge a must**
- Expertise with Adobe Suite (InDesign, Illustrator, and Photoshop)
- Minimum of 3 years of graphic design experience
- Minimum of 2 years of managing a website
- Experience with editing and creating websites; ability to read and write HTML+CSS
- Proficient in creating mockups and wireframes
- Strong innovation and technology sensibilities and a solid understanding of digital tools and design trends
- Copywriting skills/video filmmaking/photography preferred
- Knowledge of current web framework and trends
- Strong visual design skills and composition

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- Experience with brand guidelines and maintaining brand image
- Proven ability to apply design skills – including typography, ideation, color theory, use of texture, spacing, scale, visual presentation, and layout
- A strong and demonstrated record of good attendance and must be punctual.
- Must be highly organized and motivated, and have the ability to carry out responsibilities with minimum supervision.
- Must have demonstrated ability to communicate in a friendly, courteous, and highly professional manner.

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 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 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: Local travel and/or overnight travel outside of the area is occasionally required.

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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 immigration status, honorably discharged veteran or military status, genetic information, ancestry or any other characteristic protected by law.

SEND RESUME AND APPLICATION TO:

Human Resources Manager
Email: HR@npaihb.org