

# NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

**POSITION CLOSING DATE: 11/7/22**

**Job Title: Project Assistant**  
**Reports To: Native Boost Project**  
**Director**  
**Department: EPI Center**  
**Salary Range: \$20-\$23 per hour DOE**

**Classification: .60-1.0 FTE Non-Exempt**  
**w/ Benefits**  
**Funding Duration: Through 9/30/2023**  
**Location: Portland, OR or remote from**  
**ID, OR, or WA**  
**Posting Closing Date: 11/7/22**

**Job Summary:** The Northwest Portland Area Indian Health Board (NPAIHB) oversees the Northwest Tribal Epidemiology Center where the Native Boost Project is based. The Project Assistant will support the Native Boost team addressing vaccine confidence and education efforts in Tribal communities.

The Project Assistant will provide a broad range of support services for Native Boost staff including, coordinating meetings and logistics, invoicing, mailing, and conducting outreach to Tribes to maintain current contact information for vaccine coordinators.

## **Essential Functions:**

- **Administrative Support**
  - Assist Native Boost project staff with planning meetings, trainings, conferences, and workshops.
  - Maintain tracking systems pertaining to Native Boost activities.
  - Prepare, initiate, and track purchasing requests.
  - Provide support for travel, document transfer, and other project-related activities.
  - Make travel arrangements for outside consultants and presenters as requested.
  - Maintain current contact information for Tribal clinic vaccine coordinators.
- **Additional Duties**
  - Participate in Native Boost and adult vaccination project meetings.
  - Record activities of project meetings.
  - Maintain project management software account as applicable.
  - Maintain well-organized filing system for documents and digital files.
  - Other duties as assigned

## **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.

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- Maintain a clean and well-organized workstation and office environment.
- 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:**

- Associates level degree with college credit in health field preferred.
- One year of experience in administrative work preferred.
- One to two years of experience working with tribal communities or tribal organizations. Experience with NW tribes preferred.
- Working knowledge of Microsoft Office package. (Access, Excel, Word, Publisher, PowerPoint)
- Excellent written and verbal communication skills
- Must be organized, motivated, and able to 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.

#### **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

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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.

**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, veteran or military status, genetic information, ancestry or any other characteristic protected by law.

Applications are available online at [www.npaihb.org](http://www.npaihb.org)

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