

**ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC.  
POSITION DESCRIPTION**

**POSITION:** Executive Director

**LOCATION:** Albuquerque Area Indian Health Board, Inc., - Epidemiology Center

**REPORTS TO:** Albuquerque Area Indian Health Board Executive Director

**FLSA STATUS:** Exempt (Full-Time)

**SUPERVISION EXERCISED:** Administrative Assistant, Project Specialist, Staff Epidemiologist, Research Assistant, and Native American Research Center for Health (NARCH) Coordinator.

**GENERAL DESCRIPTION:** The Executive Director develops, manages, directs and evaluates activities of the Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC). Develop short and long range strategic plans for AASTEC. Provide public health expertise to 27 tribes in New Mexico, Texas and Colorado, and develop partnerships and data sharing agreements. Work within the parameters of the AAIHB's mission, philosophy, goals, guidelines of the approved personnel policies and standard operating procedures. In addition, the Executive Director will serve as the Native American Research Center for Health (NARCH) Principle Investigator.

**MAJOR DUTIES:**

- **Program Management:** Develops AASTEC infrastructure including hiring and supervising staff; purchasing necessary equipment; building positive relationships with all entities involved in AASTEC (tribal leaders and community members, public health officials, university faculty, AAIHB staff); convenes executive council and advisory groups; manages budget and writes grants.
- **Supervision:** Supervises all AASTEC staff, assignees and science interns to assure that staff has appropriate resources, mentoring, training and career-enhancing opportunities; fosters a team management approach to problem-solving; develops and implements a staffing plan that encourages recruitment and retention of Native American professionals.
- **Scientific Leadership:** Plans and facilitates tribal health assessments and community profiles with guidance and approval from tribal leadership; conducts or oversees complex epidemiologic and analyses using health data from multiple sources (tribal, county, state, federal); conducts or oversees the conduct of all aspects of epidemiologic scientific research including study design, data collection, data analyses, and preparation of scientific reports and/or manuscripts.

- **Communication:** Engages in public relations and advocacy activities related to public health for all tribes in the region. Works collaboratively with Tribal, state, county and federal agencies to ensure that comprehensive, quality health data are available and accessible to Tribes. Develops and maintains collaborative relationships with IHS, NIH, CDC, Tribal Consortia, NMDOH, CODOH, TXDOH, UTDOH, academic institutions, professional organizations, and other health agencies to continuously improve public health services to tribes in the region.
- **Grant Writing and Management:** Seeks funding sources and writes grant applications for AASTEC. Provides contract management for existing grants and all program budgets; reviews program budget and works in coordination with AAIHS fiscal resources.

**KNOWLEDGE REQUIREMENTS:**

- Strong knowledge, skills and abilities related to SAS, STATA, or other statistical software.
- Cultural sensitivity and ability to work within the customs and traditions of various tribes.

**QUALIFICATIONS:**

- Doctoral degree (MD or PhD) or Masters in Public Health or a Masters degree in a similar related degree program; emphasis or core concentration in epidemiology with 10 or more years of overseeing the administration of research projects. MD, DVM or PhD/Epidemiology preferred.
- Extensive experience writing grants and demonstrated history of securing grant funding.
- Demonstrated experience with overseeing all aspects of scientific research including study design, data collection, data analysis, and preparation of reports and manuscripts.
- Experience working with large datasets and small populations.
- Experience working with tribal communities is not required, but preferred.
- Must be able to travel, primarily within the states of New Mexico, Colorado and Texas.
- Must have excellent verbal and written communication skills.
- Must be able to operate a motor vehicle and have a valid State driver's license.
- Completion of an extensive background investigation is required.

**WORK CONDITIONS/PHYSICAL REQUIREMENTS:**

- Work is performed in a typical interior/office environment.
- Talk, hear, sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Noise is usually minimal

- Drive company-leased vehicle to communities served by the organization.
- Travel including overnight stays as needed.

**PREFERENCE:**

Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.

**TO APPLY: email cover letter, current resume, salary history, five professional references, three publications or manuscripts and transcripts to: [ryazzie@aaihb.org](mailto:ryazzie@aaihb.org) or mail to Human Resources, AAIHB, 5015 Prospect Avenue NE, Albuquerque, NM 87110**