



Board Represented Tribes

Jicarilla Apache Nation
Mescalero Apache Tribe
Ramah Band of Navajo

Southern Ute Indian Tribe
To'Hajiilee Band of Navajo
Ute Mountain Ute Tribe

POSITION DESCRIPTION

GHWIC Program Coordinator I

REPORTS TO	GHWIC Program Evaluator
LOCATION	Albuquerque Area Indian Health Board, Albuquerque, NM
FLSA STATUS	Non-Exempt (Part-Time)
SALARY RANGE	NE6 (\$22.00 - \$35.00 per hour DOE)
BENEFITS	Annual, Sick Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan
PREFERENCE	Qualified Native American applicants will be given preference in hiring

DESCRIPTION

The Program Coordinator is responsible for day-to-day implementation of objectives/activities, including events coordination aligned with the 5-year GHWIC Program scope of work. This program aims to promote effective and culturally adapted policies, systems, and environmental improvements towards the prevention of heart disease, type 2 diabetes, and associated risk factors, such as commercial tobacco use, physical inactivity, and unhealthy diet among American Indian Tribes. The performance of duties will be in compliance with guidelines established by the funding agency.

DUTIES AND RESPONSIBILITIES

- Coordinate and plan logistics for meetings, site visits, and advisory council meetings.
- Schedule meetings and secure meeting space for project meetings, trainings, and conferences.
- Communicate and coordinate services with project contractors.
- Assist with recruiting participants to attend project meetings, trainings, and conferences.
- Assist with preparation of materials and minute taking for meetings and other program activities.
- Deliver health promotion and chronic disease prevention presentations.
- Co-facilitate meetings and trainings, action planning sessions, consensus workshops, and strategic planning sessions.
- Conducts routine communication and meetings with tribal and external partners.
- Assist with program evaluation activities.
- Develops and maintains positive relationships with all internal and external program partners.
- Performs additional tasks as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Comprehensive knowledge and understanding of important cultural considerations when working with Southwestern Indian Tribes.
- Proficient with Microsoft Office Professional, e.g. Word, Excel, PowerPoint, and Access.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Must be able to organize and manage multiple priorities.
- Strong organizational, planning and project management skills with the ability to work efficiently and effectively both autonomously and in small teams.
- Strong sense of teamwork and dedication to community.

QUALIFICATIONS

- Associate's degree in a related field or equivalent combination of education and experience; Bachelor's degree preferred.
- At least two years of experience working with American Indian populations in the field (s) of public health, health promotion/disease prevention, community health education, or relevant fields.
- Completion of background investigation is required as a condition of employment.
- Valid State driver's license and ability to operate a company-leased vehicle for business purposes (as required) preferred.

WORK CONDITIONS/PHYSICAL REQUIREMENTS

- Eligible for a hybrid schedule; must be a New Mexico resident.
- Primarily sedentary work requiring prolonged sitting and frequent computer use (typing, viewing monitors) in an indoor professional environment with moderate noise.
- Occasional movement within office/worksites to attend meetings and operate standard office equipment (e.g., copier/printer).
- Occasional travel for organization events.
- Occasional lifting and carrying of supplies up to 25–50 lbs.
- Occasional work on weekends and/or during the evenings may be required for program activities and travel.