



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

# PIYL Program Coordinator I

<b>REPORTS TO</b>	Proud Indigenous Youth Leaders (PIYL) Program Manager
<b>LOCATION</b>	Albuquerque Area Indian Health Board, Albuquerque, NM
<b>FLSA STATUS</b>	Non-Exempt (Full-Time)
<b>SALARY RANGE</b>	NE6 (\$22.00-\$35.00 per hour DOE)
<b>BENEFITS</b>	Annual, Sick Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan
<b>PREFERENCE</b>	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 planning, developing, coordinating, implementing, and reporting on objectives established for the AAIHB Proud Indigenous Youth Leaders (PIYL) Project. The performance of duties will be in compliance with guidelines established by the funding agency.

### DUTIES AND RESPONSIBILITIES

- Coordinate and plan logistics for PIYL Project meetings, including purchase requests, professional service agreements, and memorandum of agreements for AAIHB Proud Indigenous Youth Leaders Project.
- Communicate with AAIHB Proud Indigenous Youth Leaders Project partners.
- Develop brochures and other print media for the AAIHB Proud Indigenous Youth Leaders Project.
- Assist with facilitation for meetings, trainings, and events for community partners (ASIST, YMHA, QPR, ToP Methods, etc.).
- Provide technical assistance to project partners under supervision of Program Manager, as needed.
- Assist with community scans and result reporting.
- Assist AASTEC staff in conducting surveillance, community assessment, research, and technical assistance activities.
- Assist with data collection, data entry, data management, and analysis of datasets using EpiInfo, SAS, STATA, SPSS, MS Excel, MS Access, and/or NVivo.

- Prepare data reports for meetings with Tribal Chairmen, Tribal Health Directors, Tribal Health Boards, Tribal Councils, Community Advisory Committees, and AASTEC Executive and Technical Advisory Councils with support from Program Manager.
- Assist in writing and submitting progress reports, final reports, grant renewals, grant proposals or any other report requested by the PIYL Program Manager and community partners.
- Develops and maintains positive relationships with all internal and external program partners.
- Perform additional duties and related responsibilities as assigned.

#### **KNOWLEDGE AND SKILLS REQUIRED**

- Reliable, professional, and able to manage responsibilities independently.
- Strong organizational and multitasking skills with attention to detail and accuracy.
- Excellent customer service and communication skills, both written and verbal.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and document/report preparation.
- Problem-solving skills with the ability to exercise sound judgment and discretion in handling confidential matters.
- Proficiency in outdoor adventure and physical activities including hiking, camping, and recreational sports.
- Team-oriented with a commitment to supporting organizational and community-focused goals.
- Cultural awareness and sensitivity, particularly in working with American Indian communities.

#### **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.