



Association of American Indian Physicians

1225 Sovereign Row, Ste. 103
Oklahoma City, OK 73108
(405) 946-7072
www.aaip.org

JOB TITLE: Public Health Coordinator – Coalition Partnership

SALARY RANGE: DOE / 40 hours a week – Grant funded

DURATION: October-September

OPEN PERIOD: Until Filled

HOW TO APPLY:

EOE with an Indian preference policy.

Please forward resume and Indian preference verification (if you are claiming preference) to Tom Anderson at tanderson@aaip.org

Position Description:

AAIP is seeking to hire an experienced professional to serve as a Public Health Coordinator – Coalition Partnerships (PHC). The PHC will be primarily responsible for supporting a network of partnerships between Native-serving community based organizations and other agencies to improve targeted prevention health outcomes for American Indians.

The PHC will develop and support high-impact, goal-oriented collaborations by creating, supporting and documenting the results of a network of partnerships. PHCs are accountable for tracking their partnerships so that they can identify what types of support are needed, provide that support through site visits and phone calls, and document the results and impact of the partners work together.

Essential Duties & Responsibilities:

- Creating strategic partnership by matching community organizations with appropriate partner, based on a number of factors including coalition goals, relevant expertise and resources.
- Guiding partners through the process of developing strategic collaborations by assisting them with goal-setting, sharing best practices, and aiding in general troubleshooting.
- Responsible for guiding partners in measuring the results of their work together by gathering qualitative and quantitative data.
- Conducting regular site visits to provide direct support for partners and community organizations to learn best practices that can be shared with other in the network.
- Maintaining program and partnership information by setting up systems for tracking and storing communication.
- Working cross-departmentally to identify opportunities to recognize partners through internal or external media outlets and events, and assist with organization recruitment efforts.
- Providing regular reports and status updates of the partnerships to be used for various purposes including recruitment, development, and meetings.
- Assisting with the development of trainings, workshops, project models and other materials to support partners in developing their collaborations.
- Encouraging partners to participate in other programs when appropriate.
- Other special projects as assigned by the Program Director.



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Desired Skills & Experience:

- Exceptional verbal and written communication skills and an ability to interact effectively with various constituents.
- A demonstrated ability to think creatively and strategically to build impactful partnerships.
- Proven organization and time management skills to complete a high volume of varied responsibilities in a fast paced setting.
- Ability to work independently as well as the willingness to collaborate with others.
- Strong sense of adaptability needed to thrive in a growing and evolving organization.
- High standards of excellence and a willingness to do what it takes to get the job done.
- At least 3-4 years experience in a non-profit or public sector work.
- Experience in health care preferred.
- Bachelor's Degree in a related field required and Master's Degree a plus.
- Ability to travel around the state to make presentations and meet with prospective partners.
- Proficient computer and database skills; strong social media skills.
- Public speaking experience and proven ability to create promotional materials.
- High level of thoroughness and strong attention to detail.
- Analyze complex problems and provide creative options for solving problems.
- Be open to initiating and addressing potential conflict areas in order to solve or prevent problems.
- Experience and knowledge of working with vulnerable populations.
- Position requires use of independent judgment and decision-making skills as a program liaison and marketing resource.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:



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Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office 365, Microsoft PowerPoint, Microsoft Word, Microsoft Excel, grants.gov, FileMaker Pro, and Constant Contact. Knowledge and experience with organization's website.

Education/Experience:

Bachelor's degree (B. A. / B. S.) from four-year college or university; or equivalent combination of education and experience.

Knowledge, Skills, and Other Abilities:

- Community relations skills
- Networking skills
- Computer systems management skills
- Time management skills
- Professionalism
- Oral and written communication skills

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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, talk or hear, and taste or smell. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.