

Position Title:

Project Coordinator Job Description

HEAL Initiative

HEAL Initiative is a two-year global health fellowship at University of California, San Francisco that recruits, trains, and empowers health care workers from the United States and international partners to work in underserved communities.

HEAL has been working in Navajo Nation since 2015, having trained and supported 111 health workers (including 66 outside physicians, 6 non-AI/AN health workers and 45 AI/AN health workers) across 6 sites. These site fellows have joined the two year fellowship while working full time at 1 of 5 partnering hospitals serving Navajo patients making the Navajo Nation the largest hub of the HEAL community. HEAL seeks to amplify its contribution to Indigenous health workers and students in the Southwest, in particular, leveraging HEAL alumni as mentors. For more information visit, www.healinitiative.org.

Position Overview

The HEAL Initiative is recruiting a full-time Project Coordinator to join our dynamic team. This position will be based in and around the Navajo Nation. The Coordinator will provide a variety of administrative and programmatic support activities related to HEAL's Southwest Indigenous Leadership Program, to HEAL's Navajo Nation Senior Advisor; and to ongoing global health initiatives occurring within the Southwest. The Coordinator will help in planning and organizing programs and activities as well as carry out important operational duties. An excellent coordinator is organized and detail oriented, comfortable with working with diverse teams and has skills in program development. The goal will be to facilitate the effective management of programs according to HEAL standards.

Duties and Responsibilities

- Indigenous Southwest Leadership Program (70%)
 - Manage day to day and week to week progress of local fellow program
 - Provide detailed updates or communications to local fellows and assigned HEAL mentors
 - Communicate with fellows directly to field any Navajo Nation-specific logistical queries
 - Ensure fellows have supplies and resources needed to complete assigned tasks, including application materials to applicants, curricular materials to fellows
 - Assist with applicant selection process
 - Coordinate implementation of the program, including linking fellows and alumni to curriculum sessions and mentorship, and helping launch the professional development scholarship.
 - Plan proactively biweekly meetings with HEAL to implement this program; then plan for recurring every two week meetings for continuation of program.
 - Participate in coordination of local mini-Global Health Training, of two times/month virtual trainings, and of quarterly in-person trainings

- Manage logistics for twice a month gatherings and quarterly in-person gatherings which includes assisting in scheduling & organizing meetings/events & maintaining agendas and minutes
 - Organize reports, invoices and other financial files for easy access
 - Assist data collection for program metrics to include dissemination of surveys to fellows, interviews for pre-program and exit interviews of fellows
 - Candidate will be highly organized, have excellent communication skills, have an understanding of HEAL, have a deep commitment to health equity; have strong team management skills; and ability to self-manage.
 - Work remotely from Navajo Nation with travel to HEAL offices for in-person meetings as required
 - Attend 2 week HEAL Global Health Training in Bay Area
- Administrative Support to Navajo Nation Senior Advisor (15%)
 - Work closely with Advisor in development, implementation, coordination and evaluation of SW Leadership Program
 - Organize and schedule appointments required of Advisor
 - Assist in scheduling meetings and take detailed minutes to include action items
 - Write and distribute email, correspondence memos, letters, faxes and forms
 - Assist in the preparation of regularly scheduled reports
 - Develop and maintain a filing system
 - Maintain contact lists
 - Book travel arrangements
 - Submit and reconcile expense reports
- Coordinating Navajo Nation-based activities for mentors, fellows and staff (15%)
 - Scheduling HEAL mentorship calls with fellows and Site Mentors
 - Arranging for periodic social gatherings for HEAL Fellows
 - Coordinating logistics for HEAL Faculty / Staff and Mentor visits to Navajo Nation
 - Assist HEAL team in planning & support for key HEAL trainings including the Global Health Training, June training , and other Southwest global health activities.

Qualifications

Minimum education or equivalent experience:

- Associate's degree in public health, policy, business, or related field
- Minimum of 1-3 years of related experience with increasing responsibility in an organization, preferably a not-for-profit.
- **Work experience may substitute for education requirement.**
- Excellent interpersonal and interview skills
- Proficient in MS Office or Google Workspace
- Demonstrated ability to make sound judgment and ability to summarize/report information
- Ability to work with faculty on high-level, time-sensitive, and detail-oriented projects
- Ability to multitask and prioritize well
- Excellent organizational, communication, interpersonal, and customer service skills
- Proven record of reliability and attendance
- Ability to work independently and as a team member
- Demonstrated ability to work effectively under pressure of competing priorities
- Demonstrated ability to manage complex scheduling
- Willingness to travel for HEAL-related work domestically, including to areas that are resource-constrained
- Ability and willingness to drive for HEAL-related tasks

Preferred Qualifications:

- Knowledge of health justice issues affecting Indigenous communities and/or experience working with Indigenous communities.
- Demonstrated commitment to social justice and health equity.
- Preference given to candidates living on or near Navajo Nation
- Proven experience as program coordinator or relevant position
- Knowledge of program management and development procedures
- Knowledge of budgeting, bookkeeping and reporting
- Experience with business and information systems
- Experience with event planning
- Ability to work with diversity and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- We encourage applicants from Indigenous backgrounds to apply

How to apply:

Interested applicants should email a resume and cover letter to adriann.begay@healinitiative.org, joseph.scarpelli@ucsf.edu or healinfo@ucsf.edu.