



Position Description

Position Title: Health Initiatives Communication Coordinator II

Date: August 2023

The American Indian Higher Education Consortium (AIHEC) is the collective spirit and unifying voice of our nation's Tribal Colleges and Universities (TCUs). AIHEC provides leadership and influences public policy on American Indian and Alaska Native higher education issues through advocacy, research, and programmatic initiatives; promotes and strengthens Indigenous languages, cultures, communities, lands, and tribal nations; and serves member institutions and emerging TCUs through its unique position. The Tribal College Journal (TCJ) is AIHEC's quarterly and online publication, recognized nationally as the premier publication on American Indian education.

Summary:

The Coordinator will support the communication and administrative efforts of the Health Initiative team. .5 FTE of this position's time will be allocated to a special project funded by the Robert Wood Johnson Foundation known as the Indigenous Health, Education, and Resource Taskforce (IHEART). IHEART is a national collaborative, formed in 2021 to address the scarcity of American Indians and Alaska Natives (AIAN) in the health professions. The other .5 FTE will be allocated to communications related tasks under AIHEC's multi-year Native American Research Centers on Health grant, funded by the National Institutes of Health. This position will report to AIHEC's Health Initiatives Director. Additionally, this position will work closely with IHEART Operations Director located within the Association of American Indian Physicians (AAIP).

Essential Functions:

Relationships and Partnerships

- Build, strengthen, and maintain strong relationships with TCUs and partnering institutions.
- Build, strengthen and maintain strong partnerships with regional IHEART leadership members
- Develop IHEART regional coalition communication and meeting tools for regional leadership members in partnership with IHEART Operations Director

Collection and Tracking

- Data collection, entry, data management, collection, and reporting for health initiatives programming and in collaboration with AIHEC's research team
- Track project-specific activities/deliverables from Principal Investigator or Project Director reports and Evaluator reports
- Develop and maintain IHEART contact database

Communications and Media

- Support the communications and coordination for IHEART infrastructure with IHEART leadership members
- Develop and implement IHEART communications strategy in partnership with the Operations Director
- Develop and maintain the IHEART website
- Develop and maintain a National resource bank of scholarships and opportunities for students
- Disseminate NARCH BIRCH fliers and information to program participants, partners, stakeholders
- Manage correspondence from interested NARCH BIRCH presenters to include:
 - Working with AIHEC's Grants Administrator on contracting with presenters
 - Maintaining electronic files for contracts
 - Tracking disbursements against the budget
- Coordinate and disseminate NARCH BIRCH learning opportunity fliers to include maintenance of contact lists, and dissemination according to contact checklist.
- Manage NARCH BIRCH correspondence from interested TCU faculty participants to include data collection and registration
- Manage data collection for NARCH BIRCH mentoring program per mentoring checklist
- Process NARCH BIRCH TCU student data to include registration and correspondence
- Maintain NARCH BIRCH stakeholder contact list
- Work with NARCH BIRCH Student Enhancement team to track 3-credit courses to include course titles, availability, participants, activity, and progress
- Work with AIHEC's Data Specialist and Program Evaluator to track all NARCH BIRCH evaluation methodologies
- Track NARCH BIRCH monthly research panel presenters and their topics of discussion or individual presentation
- Website maintenance to include updating the NNHRTI site with learning opportunity and webinar information

Coordinate and Plan

- Support the coordination efforts of the annual IHEART Summit and series of virtual convenings
- Schedule and coordinate monthly IHEART National network meeting
- Schedule and coordinate meetings to include meeting invites, drafting agendas, and note capture



Position Description

Quarterly Reports

- Track Quarterly reports from each NARCH BIRCH team. Component include: Student Enhancement, Faculty Enhancement, Informatics, Curriculum and Webinars, Evaluation, Admin Core, Overall Core.
- Send reminders to NARCH BIRCH team leaders of missing reports that include all reportable topics

Travel

- Travel with NARCH BIRCH students to Portland, Oregon for the SACNAS conference in October 2023
- Travel with NARCH BIRCH students to AIHEC Student Conference in March 2024
- Travel to IHEART annual Summit

Reports and Proposals

- Assist with compiling funder reports
- Support the team in writing proposals

Required Experience and Attributes:

- Excellent verbal and written communication skills.
- Knowledge of tribal community health resources.
- Demonstrated skills in multi-tasking.
- Comfortable working in a fast-paced environment.
- Ability to successfully identify and adjust to changing priorities.
- Advanced Microsoft Office Suite skills, with particular knowledge using Teams and creating announcements and flyers.
- Outstanding organizational skills and high attention to detail.
- Enjoy being part of a team.
- Must be able to travel.
- Works well independently.
- Knowledge of Tribal Colleges and Universities – preferred
- Knowledge and experience working in Indian Country – preferred.
- Experience working with Native college students – preferred.
- Creative, self-starter with the desire to go above and beyond.
- American Indian / Alaskan Native encouraged to apply.

Hours

Full-time commitment is required with hours typically Monday - Friday daily.

Benefits:

Dental and Vision Care Insurance, Life Insurance, Medical Insurance, Pension Plan, Paid Holidays

Compensation: \$65,000

Application Deadline:

October 31st, 2023

To Apply:

Please send a current CV, two (2) writing samples, and a cover letter describing your interest in and qualifications for this position. Must be able to complete a successful background check. Send materials in PDF via email to jobs1@aihec.org with the subject line *Attr: Health Initiatives Communication Coordinator II*.