



## Seattle Indian Health Board

*For the Love of Native People*

611 12th Avenue South

Seattle, WA 98144

(206) 324-9360

www.sihb.org

**POSITION:** Program Associate  
**DEPARTMENT:** Urban Indian Health Institute (UIHI)  
**REPORTS TO:** Program Manager  
**JOB LOCATION:** Seattle Indian Health Board (SIHB), Leschi

The Program Associate will be responsible for day-to-day coordination of midscale project activities in support of public health programming in the Urban Indian Health Institute (UIHI) at Seattle Indian Health Board (SIHB). Responsibilities include project planning and coordination, project development, consultant oversight, and reporting. Specific tasks include responding to data requests, conducting literature reviews, maintaining databases, leading cross-agency working groups, and providing technical assistance to the Urban Indian Health Network and other stakeholders.

### SIHB Core Competencies

Core Competencies are foundational commitments and skills that all SIHB staff are expected to develop. These competencies define common measures for performance that are applied to every role in the organization.

- **Commitment to Indigenous and Organizational Values:** Everything we do at SIHB is centered on Traditional Indian Medicine. It is our responsibility to maintain cultural integrity in all that we do.
- **Accountability:** All employees of SIHB effectively manage their own work and the work of their teams. We take ownership of our actions and decisions. We all strive to deliver the highest quality work and care, while respecting our teammates and relatives.
- **Collaboration:** SIHB is a team-oriented organization. As team members, we share the responsibility of working toward a common purpose. We collaborate with our colleagues across the organization to deliver the highest quality of care and results in alignment with our mission, vision, values, and Theory of Change.
- **Communication:** We practice effective and clear communication with staff, relatives, teams, and community. We demonstrate empathy among each other and with those we serve, and transparency in our decision making.
- **Customer Service Orientation:** All employees of SIHB recognize the needs of the diverse community we serve. We put the needs of our relatives first by delivering the highest quality, professional, responsive, and innovative care. Our relatives come first and deserve the best.

### Organizational Responsibilities

- Hold Indigenous values and practices with respect and integrity.
- Hold yourself accountable to the highest standard by being resourceful, innovative, creative, and solutions oriented.
- Actively participate in organizational activities with the understanding that success is achieved through teamwork.
- Recognize that communication is central to the organization's success and actively champion your words and actions to maintain respect for others, encourage constructive feedback, be open to share laughter and acknowledge differences in skills and opinions, all while keeping others' best intentions in mind.
- At SIHB, we refer to our customers as Relatives. Our Relatives come first and deserve the best. Serve the needs of our Relatives first by delivering the highest quality, professional, responsive, and innovative care.



## Duties & Responsibilities

- Develop guidelines, work scopes, and schedule for the implementation of projects.
- Develop research and evaluation tools, such as survey questionnaires, forms, and procedures for gathering and processing data.
- Maintain electronic files and records, databases, and/or computer tracking systems for project documentation and monitoring.
- Coordinate the review of data reports for completeness and accuracy.
- Compile technical information from various sources and prepare summaries and reports as required.
- Review analytical and narrative reports for accuracy and completeness, and draft report sections.
- Prepare grant application materials and progress reports.
- Coordinate the preparation and documentation of citations and bibliographies.
- Plan and participate in events and trainings in support of the program and UIHI
- Schedule, coordinate, facilitate, and plan for meetings, including managing calendars, preparing agendas and minutes, and hosting for both in-person and online formats.
- Coordinate literature reviews by conducting literature searches, reviewing literature for relevant content, and drafting summaries.
- Assist with planning and implementation of outreach activities and events.
- Informally supervise staff through cross-agency working groups to address emergent organizational needs and train new employees as appropriate.
- Assist in the onboarding and orientation of new staff.

## Education & Experience:

- Bachelor's degree in Public Health, Public Administration, or related field.
- Minimum of one year of work experience in public health or a closely related field **OR**
- Graduate education in Public Health or a closely related field provided that the applicant has demonstrated experience in relevant skills.
- Experience working with tribes and/or tribal organizations strongly preferred.

## Knowledge of:

- Health and social issues facing American Indian and Alaska Native people.
- Processes needed in planning, implementing, and evaluating projects.
- Scientific literature review and article submission processes.
- Written and oral communication and presentation skills.
- Coordinating work of multi-disciplinary staff.

## Ability to:

- Proficiently use software programs such as Outlook, Doodle Polls, Hootsuite, Social Media, Word, Excel, Access, and PowerPoint.
- Learn to use new software as needed such as Adobe InDesign, Photoshop, Illustrator, Endnote, and Publisher.
- Plan projects including health promotion, research, evaluation, and communications.
- Prepare charts, graphs, maps, statistical tables, and other visual aids.
- Understand and follow complex oral or written instructions.



- Maintain accurate written records and prepare clear concise written documents.
- Communicate effectively and professionally, both orally and in writing.
- Establish and maintain effective working relationships with supervisors, colleagues, public officials, representatives of other agencies and organizations, community members, and clients.
- Work well under pressure, meet multiple and often competing deadlines.
- Manage multiple tasks, set goals and objectives, and re-prioritize as needed.
- Strong organizational and time management skills.
- Operate effectively in a team-based environment.

**Qualifications:**

- Candidates must complete an acceptable Background Check as part of the hiring process.

**Work Environment:** SIHB staff work four (4) ten (10) hour shifts per week on site. Standard hours are 7 am to 6 pm, 4 days a week, with occasional extra hours for events or to meet deadlines.

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Employee Signature

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Date

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Printed Name