



Tribal Public Health and Aging Associate

The Tribal Public Health and Aging Associate will provide / coordinate support on various activities for the International Association for Indigenous Aging's (IA²'s) Centers for Disease Control and Prevention (CDC)-funded Healthy Brain Initiative and other IA² projects. Other current projects include a dementia wandering project, cancer prevention project, and other opportunities that arise during the duration of the position. The Associate will work closely with the Senior Project Director and Public Health Communications Associate in fulfilling the work of the organization.

The primary focus of the position is help with the coordination of public health focused services. This includes research and development of communications, health education, training, and outreach materials for American Indian and Alaska Native populations and communities. In addition, this position will support the work of creating and sustaining partnerships while applying principles of authentic community engagement and Indigenous community engagement.

Communications, coordination with external partners and tribal entities, administration, research tasks, project management activities, and technology support are the main elements of the Public Health Associate duties. Specific tasks may include coordinating webinars, assistance with coordinating and supporting written health promotion and prevention materials development, copy-editing, fact-checking, formatting, and supporting development of graphics, researching and developing content for newsletters, web content, videos, social media, emails, fact sheets, issue brief, blog posts, and guides with support for subsequent dissemination.

The ideal candidate is a great team player who enjoys working in a small mission-driven work environment. They are tech-savvy, flexible, super organized, great at writing and verbal communication, an independent multi-tasker able to work across multiple professional communications and software packages easily and quickly.

This is currently a 100% virtual position. Candidates who live outside of the DC Metro area are welcome. High-speed internet access and professional desk/office space must be in place before employment start date. IA² will provide a company-owned laptop (if needed) that the suite of MS Office software and includes virtual conference software including MS Teams and Zoom.

Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian heritage certified by tribe of affiliation or other acceptable documentation of Indian heritage.

Duties and Responsibilities:

- Provide project support and assistance for multiple public health and aging services projects.
- Schedule meetings with internal and external participants and provide logistical support before and during calls, meetings, training, webinars, and learning communities, including technology set-up and troubleshooting, notetaking, and follow-up.



- Coordinate and support communications outputs of Public Health Communications Association.
- Create and deliver emails, newsletter content, social media campaigns, information resource materials, and other publications.
- Create and maintain website content and media.
- Develop and edit written communications materials, including researching scientific and grey literature, copy-editing, fact-checking, formatting, and development of publications and graphics with support for subsequent dissemination, including content for newsletters, web content, videos, social media, emails, fact sheets, issue briefs, blog posts, and guides.
- Conduct basic research activities to design and execute communications activities, including online searches, reviewing hard-copy resources, communications with external partners and literature reviews, surveys, focus groups, continuous quality improvement activities, data analysis, and other support work as assigned.
- Prepare and assist with events, meetings and trainings.
- File and retrieve documents, records, reports, and other correspondence; maintain filing system, including electronic versions.
- Support the use and maintenance of internal project management database (Asana)/data tracking and help others in leveraging this tool effectively.
- Assist with internal and external reporting.
- Engage in special projects and other tasks as directed.

Requirements, Preferences and Other Qualifications:

- Experience working with American Indian or Alaska Native populations is required.
- College degree in health, public health, communications, education, social services or research-related field plus one-year professional work experience required.
- Professional experience with aging, dementia, or other priority aging health issues is preferred.
- Strong commitment to health equity and racial justice.
- Ability to work with diverse groups of people.
- Strong organizational skills, attention to detail and ability to manage many tasks simultaneously completing tasks on time and under budget.
- Excellent follow-up and follow-through skills.
- Pro-active, collaborative, flexible and creative work style to solve problems.
- Excellent written and verbal communication skills.
- Must be proficient in written communication for document composition and proofreading purposes—familiarity with APA writing style and guidelines is desirable
- Proficient in Microsoft Windows Operating Systems.
- Must be proficient in technology with the ability to rapidly learn new programs and software, including high degree of proficiency in Microsoft Office applications (Outlook, Word, Excel, PowerPoint) and management of virtual meeting software.
- Skilled in organizing topics, and knowledge of social media platforms (such as Twitter, Facebook, Instagram, etc.) to leverage communications initiatives.



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EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian Preference, all candidates will receive equal consideration without regard to race, color, gender, religion, national origin or other non-merit factors.

Age Discrimination in Employment Act (ADEA): IA² abides by the mandates of the ADEA (protecting individuals 40 years and older) and considers age a non-merit factor in all employment decisions and considerations.

This is a grant-funded position. Employment is contingent upon funding availability.

Job type: Full time

Salary: \$40,000 per year

Schedule: Monday to Friday, Business Hours w/ Some Flexibility

Benefits: Paid time off, holidays

US work authorization: required

Start: Immediate

To apply:

- Submit a current resume and cover letter specific to the position for which you are applying to: admin@iasquared.org.
- Note your name and title of the position for which you are applying in the subject line of your email.
- No phone calls.