



## Communications & Events Manager

The National Council of Urban Indian Health was founded almost 20 years ago to represent the interests of Urban Indian Health Programs (UIHPs) before Congress and Federal agencies, and to influence policies impacting the health conditions experienced by urban American Indians and Alaska Natives (AI/AN). The National Council of Urban Indian Health is a 501(c)(3), membership-based organization devoted to support the development of quality, accessible, and culturally sensitive health care programs for AI/AN living in urban communities. NCUIH fulfills its mission by serving as a resource center providing advocacy, education, training, and leadership for urban Indian health care providers. NCUIH strives for healthy American Indians and Alaska Natives living in urban settings, which comprise over 70% of the AI/AN population, supported by quality, accessible health care centers and governed by leaders in the Indian community. NCUIH represents urban Indian Health Programs receiving grants under Title V of IHCA and the American Indian and Alaska Natives they serve.

### POSITION SUMMARY:

The Communications & Events Manager (CEM) is the principal position in charge of communications for NCUIH. The CEM represents NCUIH on behalf of the Executive Director (ED) to develop community relationships. The CEM works with NCUIH to facilitate and coordinate community relations, collaborations, networking and sponsor recruitment activities. The CEM provides accurate information regarding the agency and role. The CEM develops printed materials and initiates advertising campaigns. The CEM assists the ED and Development Director in development of private donation fundraising. The CEM answers to the Development Director.

Essential Functions: (essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is not a comprehensive listing of all functions and tasks performed by position in this class.)

### RESPONSIBILITIES AND DUTIES:





- Coordinates all outreach efforts by NCUIH personnel to the community.
- Lead, plan, coordinate and implement the NCUIH annual conference.
- Facilitates community awareness, health education and prevention education targeted to the Native American Community.
- Maintains a calendar of events and activities that NCUIH is sponsoring and/or participating.
- Arranges for NCUIH participation in community activities and events as required by grants and contracts. Assigns NCUIH outreach program staff to participate in the events, as appropriate.
- Assists in development, tracking and follow-up for charitable and local foundation fund raising activities as requested by Development Director.
- Maintains the agency website.
- Initiates agency advertising campaigns.
- Reviews and revises all outreach materials.
- Develops, coordinates and distributes the bi-monthly e-NCUIH Newsletter.
- Maintains contacts and relationships with members, organizations, government entities and other community groups.
- Enables or provides education and awareness of all NCUIH services at community events.
- Assists Development Director with implementation of the outreach component of new programs, grants, and contracts of NCUIH as requested.
- Works with the Development Director and Executive Director to develop private fundraising activities, including development of donor base, fundraising activities, and other non-government develop actions.
- Assist the Executive Director in maintaining communications with outside organizations and NCUIH personnel.
- Is a liaison between NCUIH, the urban Indian community and community resources for referral and collaboration.
- Create materials to be used in- house and in the community.
- Provide information to community as requested.
- Organizes and carry out events as assigned.
- Organize community events and partnerships for NCUIH sites.
- Coordinate adequate supply of NCUIH collateral materials at all NCUIH locations and community partnerships.
- Design and maintain a favorable public image for the organization
- Coordinate all public relations activities and events





- Leverage existing media relationships and cultivate new business contacts
- Develop and implement media relations programs
- Work with other departments to help promote brand recognition
- Assist in the selection of marketing and promotional materials
- Other work related duties as assigned.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the cultural and social, and economic background of the Native American population.
- Ability to drive the NCUIH agency vehicle to perform job responsibilities.
- Ability to relate effectively to members, partners, Agency and Congressional stakeholders, and funders.
- Ability to communicate effectively, orally and in writing.
- Ability to organize, plan and work independently.
- Ability to create graphic materials, and manage website.
- Ability to plan events.
- Knowledge of privacy and confidentiality rules and regulations.
- Ability to work under minimal supervision while meeting all requirements of the position.
- Ability to communicate with co-workers and superiors in order to carry out assignments.

#### QUALIFICATIONS AND EXPERIENCE:

- Previous experience and/or education in public relations or other related fields
- Familiarity with social media marketing strategies
- Strong problem solving and critical thinking skills
- Excellent written and verbal communication skills
- Deadline and detail-oriented
- A sincere desire to improve the health status of the urban Indian population.
- Specialized experience with Native American community which is in or related to the line of the position which has provided the applicant with specific knowledge, skills, and abilities to successfully perform the duties of the position.
- NCUIH is an EEOC and Employment-At-Will employer.





National Council of  
Urban Indian Health



Please send a resume, statement of interest and any salary requirements to Francys Crevier, Executive Director at [FCrevier@ncuih.org](mailto:FCrevier@ncuih.org). Native Americans are strongly encouraged to apply.



**Excellence. Equity. Effectiveness**

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