



National Council of Urban Indian Health

Position Description

Title: Senior Project Manager, UIO COVID-19 Response

Reports To: The Senior Project Manager, UIO COVID-19 Response will report to the Deputy Director of the National Council of Urban Indian Health.

Job Overview: The UIO COVID-19 Response Senior Project Manager will work closely with the Deputy Director in fulfilling the implementation, management and evaluation of the Urban Indian Prevention, Response and Control of COVID-19 Initiative. Responsible for providing capacity building technical assistance to up to 41 Urban Indian Organizations (UIOs) throughout the country, the Senior Project Manager must be able to respond to individualized and unique needs of each UIO as they address COVID-19 in their communities. The Senior Project Manager will work closely with the UIOs to improve their emergency preparedness response through leveraging and maximizing tools and resources, and/or documenting local best practices.

UIO COVID-19 Response Senior Project Manager Responsibilities:

- Assist in the implementation, management and evaluation of the Urban Indian Prevention, Response and Control of COVID-19 Initiative.
- Manage the full sub-grantee cycle, from coordinating sub grantee applications, to reporting to closing out the project.
- Manage and protect confidential and sensitive data according to nationally accepted research ethics and standards.
- Provide/coordinate on-site and technology-based technical assistance and training to UIOs.
- Maintain online surveys and databases, develop reporting templates and provide NCUIH management and Board of Directors with informational reports related to COVID-19 as requested.
- Support the organization's annual evaluation and grant writing endeavors.
- Coordinate and maintain updated information and resources for the NCUIH Urban Indian Prevention, Response and Control of COVID-19 Initiative website and e-newsletter for dissemination.
- Coordinate Urban Indian Prevention, Response and Control of COVID-19 Initiative meetings and webinars for technical assistance support to UIOs.
- Produce written, tabular and visual materials for project reports and presentations, including the production of PowerPoint presentations.
- Complete tasks and reports on numerous projects with multiple and often competing deadlines.





- Monitor the Urban Indian Prevention, Response and Control of COVID-19 Initiative project activities and progress towards achieving project output.
- Perform other duties as assigned.

UIO COVID-19 Response Senior Project Manager Requirements:

- College degree, in health or research-related field, preferably a behavioral health background. Master's degree preferred.
- Two years of professional experience in related work.
- Experience working with Native American populations in health care arena is highly desired.
- Must possess a high level of proficiency in Microsoft Windows Operating Systems, including its applications: MS PowerPoint, Excel, Word, etc.
- Must have experience in developing and managing online surveys and databases, as well as knowledge of basic statistical analyses.
- Must be highly proficient in written communication for document composition and proofreading purposes—should be familiar with APA writing style and guidelines.
- Must possess polished oral communication and presentation skills.
- Must be highly self-directed; take initiative on developing work plans and completing projects; well organized; detail oriented and comfortable completing tasks with a minimum amount of direct supervision.
- Must possess the ability to multitask and coordinate numerous projects simultaneously while completing assigned tasks in an accurate and timely manner.
- Must be trustworthy and dependable, arrive on time, and bring diligence and a strong work ethic to the office every day.
- Must be able to consistently present a positive attitude and contribute to a harmonious team environment. We are looking for enthusiasm and energy.
- Must be willing to work collaboratively with NCUIH staff on new and ongoing initiatives.
- Organized and detail-oriented person

Job Type:

Temporary. Temporary with option to become Full-Time, pursuant to availability of funds. This position is funded with emergency supplemental funding to address COVID-19.

Benefits:

NCUIH offers an attractive suite of benefits for full-time exempt employees, including full medical/dental/vision, 403b retirement, and long- and short-term disability insurance. NCUIH offers a fun, dedicated work environment with passionate colleagues and meaningful work.





Salary:

\$60,000-\$70,000 / year

To Apply:

Please send the completed [Application for Employment](#), resume, cover letter and writing sample to jobs@ncuih.org. The cover letter should include what the applicant wants to gain out of this employment, why he/she is interested in this position as well as a brief summary of career goals.

About the National Council of Urban Indian Health:

The National Council of Urban Indian Health was founded in 1998 to represent the interests of Urban Indian Organizations (UIOs) 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 UIOs receiving grants under Title V of IHCA and the American Indian and Alaska Natives they serve.

Last updated: April 8, 2020

