

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD
Job Posting Closing Date: 3/12/2020

Job Title: NDTI Communications Intern **Salary:** \$18-20 hour
Reports To: NDTI Manager **Status:** Part Time/Temporary
Department: Program Operations **Location:** Portland, Oregon

Job Summary:

The Northwest Portland Area Indian Health Board (NPAIHB) is seeking to hire a Communications Intern to increase and refine the Native Dental Therapy Initiative's online presence. This position will be responsible for working collaboratively with NDTI project staff to create and implement a dynamic digital communications plan. The position requires strong organizational skills and knowledge of or willingness to learn social media, e-mail and text communication platforms, and web-based media.

This internship is funded part time through July 2021.

Essential Functions:

- Develop and amplify content for NDTI social media channels: Facebook, Twitter and Instagram.
- Track analytics and work with NDTI team to optimize reach.
- Work with web developer to update and maintain project website.
- Manage photo and video content for all platforms.
- Establish directory of Tribal communications contacts and social media channels.

Required Qualifications:

Required qualifications include, but are not limited to the following:

- Experience navigating Facebook, Twitter and Instagram, ideally outside of personal use
- Knowledge of basic graphic design concepts and applications
- Experience with text/digital messaging
- Excellent verbal and written communication and interpersonal skills, including proven success and experience with different writing styles
- Knowledge of the issues and trends in American Indian and Alaska Native health, and a strong interest to playing an active role to strengthen for American Indian and Alaska Native health and well-being

Standards of Conduct:

- Consistently exhibits professional behavior and a high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Effectively plans, organizes workload, and schedules time to meet workload demands.
- Works in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treats NPAIHB delegates/alternates and American Indian/Alaska Native people with dignity and respect and shows consideration by communicating effectively.
- Abides by NPAIHB policies, procedures, and structure.

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- Researches and with the approval of supervisor, attends trainings as needed to improve skills that enhance overall capabilities related to job performance.

Physical Demands: Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.

Physical Requirements: Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly. Constantly requires working with fingers rather than the whole hand or arm. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Occasionally requires standing and/or sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

Typical Environmental Conditions: The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Travel Requirements: Due to COVID-19, NPAIHB staff are teleworking until further notice from NPAIHB Executive Director and pursuant to national and local public health directives. In the future, travel may be required (average of 4 days per month) for this position in the Northwest to quarterly board meetings, conferences or trainings, tribes, and on occasion, nationally, to document NPAIHB activities.

Disclaimer: The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and or skills required of all personnel so classified.

Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical or mental disability, marital status, sexual orientation, gender identity, religion, politics, membership or non-membership in an employee organization, marital status, citizenship or immigration status, veteran or military status, genetic information, ancestry or any other characteristic protected by law.

Applications can be found online at www.npaihb.org

SEND RESUME AND APPLICATION TO:

Human Resources Manager

Email: HR@npaihb.org