



**Job Summary:**

The Alaska Native Health Board (ANHB) is seeking motivated individuals to work with ANHB management and policy team. The Advocacy Assistant has the responsibility to support the ANHB advocacy team in their general day to day activities and support the organization's advocacy functions to support ANHB's mission and vision. This position will report to the Policy Analyst.

**Essential Functions:**

1. Provides administrative support with planning meetings and regional training sessions on tribal health issues and as assigned.
  - Organize the logistics for the ANHB staff meetings along with the agenda and following-up on assigned tasks.
  - Attend a variety of meetings, prepare meeting minutes and summary reports, and disseminate information.
  - Provides administrative support on committees, meetings and provides staff support as assigned.
  - Supports event management, including event preparations, on-the-day logistics and promotion of the event.
  - Participate in the preparation of elections; update and prepare election notebook and appropriate forms for all members.
2. Supports on-going work efforts and communication with ANHB staff.
  - With guidance from the Policy Analyst, prepares weekly policy and legislative alerts and policy and legislative updates, this is known as the ANHB Update.
  - With guidance from the Policy Analyst, updates information on legislation/policy on the ANHB's website.
3. Supports on-going work efforts and communication with ANHB Management.
  - Assist in the effective administration of ANHB membership contacts, including maintaining an up to date list of all ANHB contact lists (global database of contacts) for internal use and ensuring that the ANHB member webpage is up to date.
  - Assist on the production of ANHB promotional materials such as annual priorities packet, announcements, flyers, and brochures.
  - Provide general support and assists with special projects as assigned by the President/CEO, Chief Operating Officer, and Policy Analyst.
4. Provides administrative support in reviewing and maintaining a file folder of Tribal Health-related policies, legislation, regulations, etc. for the development of positions and policy briefing papers on tribal and rural health topics for distribution to ANHB Member organizations and to be utilized by tribal, state and federal agencies.
  - Assists in reviewing advocacy materials pertaining to tribal health care issues and collects legislative and policy information for dissemination.
  - Assists ANHB staff in maintaining records for resolutions, presentations, issue papers and written responses to issues of concern to Alaska Tribes.
  - Supports staff in collecting information on content and process of legislation and requirements of key programs such as Health Care Reform, Indian Health Care



**ADVOCACY ASSISTANT POSITION DESCRIPTION**

Improvement Act, Medicare, Medicaid, State Children's Health Insurance Program, and major health initiatives of interest to constituency.

- Compose, type and proofread a wide variety of complex and confidential documents, reports, letters and memoranda; type from recording or verbal instruction; take and transcribe dictation using shorthand or dictation equipment.
5. Consistently Exhibits Professional Behavior as a standard of conduct in fulfilling the role of the position.
- Works collaboratively to create an organization that is proactive, and able to process decisions, authorizations, transactions and services effectively, efficiently and consistently.
  - Assists with special projects as assigned by the President/CEO, Chief Operating Officer, and Policy Analyst.
  - Works in a cooperative and professional manner with all ANHB staff and Member representatives.
  - Treats Board members/alternates as sovereign dignitaries, with dignity and respect, and is considerate by using their time wisely and communicating effectively.
  - Abides by the ANHB policies, procedures and structure.
  - Interacts with outside agencies in a business manner and informs the President/CEO of unresolved issues.
  - Attends meetings, conferences and training to stay abreast of issues and to enhance skills that will improve overall program activities and objectives.
  - Maintains confidential information.

**Qualifications:**

1. Applicant is required to have a minimum of 2 years of relevant experience, preferably in a fast-paced environment requiring extensive interaction with others by video, phone, in person and in writing.
2. Preferred experience in a health-related, legal or administration field; and experience working for a tribal organization is highly desirable.
3. Proficiency in simple research, writing and reading policy papers a plus, particularly in writing meeting minutes and board reports.
4. Excellent organizations skills.
5. Demonstrable interest in issues of concern to ANHB is highly desirable.

**Compensation**

Starting salary is commensurate with experience, with a range of \$30,000-\$37,000, plus a generous benefit package that includes health insurance, 403(b) retirement plan, vacation days, and other benefits.

**Typical Physical Activity:**

**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



**ADVOCACY ASSISTANT POSITION DESCRIPTION**

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:** Local travel may be regularly required.

**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.

ANHB is a drug free workplace.

**Application Process**

Please complete application and send a cover letter and resume detailing qualifications for this position along with three professional references to [vboerner@anhb.org](mailto:vboerner@anhb.org). Interviews will be conducted with qualified candidates until the position is filled. Candidates selected for interview may be required to submit a writing sample. Position will be open until filled. Ideal candidate will be able to start by June of 2021.

*Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the ANHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in an employee organization.*