



**Public Health & Aging Associate
International Association for Indigenous Aging**

The International Association for Indigenous Aging (IA²), a national not-for-profit organization dedicated to improving the lives of American Indian and Alaskan Native elders, seeks to hire a Public Health & Aging Associate. This position will provide project management for the organization's work on brain health which will include the American Indian and Alaska Native Resource Center on Brain Health and may include Alzheimer's Disease Programs Initiative projects, Kevin and Avonte Dementia Wandering project, and other projects.

The primary focus of the position is to support the day-to-day programmatic work of brain public health focused projects, as assigned. This includes research and development of communications, public health education, training, and outreach materials for American Indian and Alaska Native communities and those who serve them. In addition, this position will assist partnership relationships while applying principles of authentic community engagement including Indigenous community engagement.

The Public Health & Aging Associate will work closely with and report to the Director of Dementia and Alzheimer's Disease Projects. An ideal candidate will be passionate about serving American Indian, Alaska Natives, and Native Hawaiian communities and elders, and have experience with Alzheimer's Disease and related dementias.

Duties and Responsibilities

Administrative Support:

- Support the management of the day-to-day administrative tasks of the assigned projects/initiatives.
- Maintain and organize files, documents, and records related to projects and initiatives.
- Take notes during meetings with and for team members.
- Support basic research activities to design and execute communications activities, including drafting resources and fact checking.

Project Reporting:

- Input and maintain accurate data related to brain health projects.
- Generate reports and summaries as needed to track progress and submit them to Director for grant reporting.

Communications:

- Draft written materials such as reports, educational materials, emails, and newsletters.
- Draft resources and materials with directions and guidance for graphic designers.
- Draft materials for in-person and virtual events, meetings, webinars, workshops, training, and technical assistance related to brain public health.

**Partner Coordination:**

- Support meetings with project officers and funders.
- Support communication with the Healthy Brain Initiative Advisory Group and Executive Committee, partners for each project, and representatives of American Indian, Alaska Natives, and Native Hawaiian communities, including tribal leaders, elder services providers, and urban serving organizations, public health entities, and organizations and entities that serve these populations and communities.
- Support training and technical assistance both virtually and in-person.

Team Collaboration:

- Collaborate closely with team members to ensure smooth workflow and project coordination.
- Use project management software to streamline collaboration for the assigned projects/initiatives.
- Provide administrative support to team members as needed.

Requirements, Preferences, and Other Qualifications:

- Bachelor's degree or equivalent experience is preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), Asana (or similar project management software), MailChimp, and/or Canva.
- Ability to handle sensitive information with discretion and confidentiality.
- Experience working with American Indian, Hawaiian Natives or Alaska Native populations or organizations is strongly preferred.
- Strong commitment to health equity and social 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 within budget.
- Excellent follow-up and follow-through skills.
- Pro-active, collaborative, flexible and creative work style to solve problems.
- As needed, support business development activities like grant writing.

The ideal candidate is a team player who enjoys working in a small, mission-driven work environment. They have excellent written and verbal communication skills for professional and consumer audiences, are tech-savvy, flexible, organized, are independent planners, and are multi-taskers who can work across multiple professional communications and software packages easily and quickly. A high degree of independence, resourcefulness, and ability to troubleshoot and solve for obstacles delays, and manage change are critical.

This position requires a keen appreciation of American Indian, Alaska Native, and Native Hawaiian traditions, customs, and socioeconomic needs and the ability to always meet and deal effectively in contact with tribes and tribal organizations and American Indian, Alaska Native,



and Native Hawaiian people, which requires tact, courtesy, discretion, resourcefulness, and good judgment in handling functions of a sensitive nature.

Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Sections 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.

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 ADEA (protecting individuals 40 years and older) and considers age a non-merit factor in all employment decisions and considerations.

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

Job type: Full time, 40 hours/week

Salary: \$45,000 to 50,000 per year based on experience

Schedule: Monday to Friday, Business Hours w/ some Flexibility. Occasional evening and weekend travel may be necessary.

Location: 100% remote/virtual

High-speed internet access and professional desk/office space must be in place before the employment start date. IA² will supply a company-owned laptop (if needed) that includes the suite of MS Office software and includes virtual conference software, including MS Teams and Zoom.

Travel: This position requires 5% travel to conferences and meetings (approx. 13 days/year)

Benefits: Paid time off, holidays, eligibility for public service loan forgiveness (PSLF)

US work authorization: required

Start: Immediate

To apply:



- Submit a resume and cover letter specific to the position you are applying for at <https://iasquared.org/careers/public-health-aging-associate-2/> or email to admin@iasquared.org with the subject line “Public Health & Aging Associate.” **Submissions without a position-specific cover letter will not be reviewed.**
- No phone calls.