



Network Administrator, Tribal Partners Collaborative

About This Position:

The Tribal Partners Leadership Council started in 2018 as a technical council of Better Health Together. In 2022, The Tribal Partners Leadership Council became a self-governing group now known as the Tribal Partners Collaborative. As a Collaborative, they are allocating \$50,000 in funds to hire a Network Administrator.

The Network Administrator will support the Tribal Partners Collaborative directly and independently with facilitation and project management. Better Health Together may support the Network Administrator in the onboarding process, as requested by the Collaborative, but will not serve in an advisory role.

Tribal Partners Collaborative Overview:

The Tribal Partners Collaborative is made up of Eastern Washington Tribal health centers, Urban Native healthcare providers, and Native-led community organizations. The Collaborative is driven by a shared vision of offering culturally specific sacred care within their organizations, and equal opportunity, access, and care for the Native community within dominantly white systems of care. The Collaborative will determine the allocation of \$1,000,000 in 2022 to support this vision.

Compensation:

Up to \$45,000 / 300 hours for Contractor to use for duration of contract. Rate of \$150 per hour for an estimated 25 hours per month for 12 months.

Reimbursement for mileage, and other related job expenses up to \$5,000 for the duration of contract.

Total compensation: \$50,000.

Location:

Spokane, WA.

Primarily remote with ability to meet in person, as needed.

Statement of Work

This Statement of Work has been developed in partnership with the Tribal Partners Collaborative.

- **Facilitate** the creation of the Collaborative's Charter, and group agreements.
- **Convene** collaborative members monthly, or as decided in Collaborative Charter. *The Collaborative currently meets via Zoom every second Wednesday of the month from 9:00-10:30am.*
- **Work with Collaborative Members** to link Tribal and Urban Native community priorities with Collaborative initiatives.
- **Develop participatory budgeting process** to allocate \$1,000,000 among partners for projects related to Collaborative vision.
- **Support development** of measurable outcomes per project, reporting process and schedule.
- **Facilitate 1-1 check-ins** with members of the Collaborative annually or as needed.
- **Submit invoices** to BHT on behalf of Collaborative members to distribute project funding.
- **Report information** on Collaborative activities and progress to BHT quarterly.
- **Work with BHT and Collaborative Members toward sustainability** of projects and collaborative.
- **Consent to an annual evaluation** by members of the Collaborative.

Essential Job Functions

- **Writing and Editing** – Draft letters, memos, workplans, presentations, and reports as needed.
- **Project Management** – Develop regular monthly tasks and communication schedule to keep Collaborative meetings consistent and maintain engagement.
- **File Management** – Organize and manage hard-copy and electronic files.
- **Attention to Detail** – Execute tasks accurately and consistently.

Required Qualifications

- **Lived Experience:** A person who has worked within and for Native communities. Experience working in a healthcare setting or at a community-based organization is preferred.
- **Collaborative:** A person who works as a team member and supports partnerships to accomplish goals.
- **Strong Communicator:** A person who builds trust and strong relationships, through frequent, transparent, and clear communications.

Equity and Inclusion

- Demonstrate the initiative to learn and enhance skills that promote anti-racism and cultural responsiveness, and an understanding of systems of oppression and their impacts on health.



Essential Physical Skills

This position requires frequent sitting, standing and occasional walking; lifting 30 pounds or more; manual dexterity to operate phones, computers, and other office equipment.

Environmental Conditions

Generally, job functions can be carried out remotely with occasional visits to external environments that require driving to and from various locations within Spokane, Stevens, Okanogan, and Ferry Counties.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

COVID-19 Vaccination Requirement

It is increasingly clear that the best way to protect our staff and our community moving forward is with COVID-19 vaccination. As a health organization and community leader, we feel it is important to lead by example. We believe in science and following public health guidelines to protect our employees and the broader community.

With those values in mind, we require that all contracted partners are fully vaccinated for COVID-19 as a condition of contract unless a reasonable accommodation is requested and approved.*

*2-dose Moderna or Pfizer; 1 dose Johnson & Johnson

How To Apply

Interested candidates, please submit your Letter of Interest and Resume to HR@betterhealthtogether.org

We will close this Request for Proposals on June 30, 2022. However, the Collaborative reserves the right to extend the timeline if a contractor is not selected by this date.

The expected start date for this position is August 1, 2022.

Applications will be reviewed by the Tribal Partners Collaborative.