



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Health Education Manager  
Lummi Tribal Health Clinic (LTHC)

**OPEN:** August 3, 2022

**EXEMPT:** Yes

**SALARY:** (10) \$28.85-\$32.32/hr. DOE

**SHIFT:** Day

**LOCATION:** LTHC

**DURATION:** Regular Full-Time

**CLOSES:** August 17, 2022

**JOB CODE:**

**DIVISION:** HHS

**DEPARTMENT:** LTHC

**SUPERVISOR:** Healthcare Administrator

**VACANCIES:** 1

**JOB SUMMARY:** The Health Education Manager is primarily responsible for developing and implementing various communication tools and platforms to educate the Lummi community, Lummi Indian Business Council (LIBC) organization and collaborative partners on health services goals, progress, education, campaigns, and other pertinent health related matters within the limits of the Social Media Personnel Policy. This position will work closely with the health service directors in development of informational and educational materials and communication strategies. The Communication Manager will work under the guidance of the Healthcare Administrator.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

## **COMMUNICATIONS**

1. Develop and manage LTHC official website and various social media accounts.
2. Develop and oversee the design of content for social media, websites, newsletters, press releases, and any other distribution channels that is the most targeted, consistent and impactful.
3. Design, develop and maintain health services pamphlets for LTHC programs and services
4. Build and maintain a positive relationship with LTHC managers to better develop, coordinate and facilitate strategic communications.
5. Design campaigns to target specific audiences
6. Ensure all messaging aligns with the mission and values of the Lummi Nation, LIBC and the Lummi Tribal Health Center (LTHC) by understanding short-term and long-term goals of the health service programs
7. Research and understand current health trends, target audience and other environmental factors that has an impact on the health programs and patients/clients served.
8. Stay informed of developments in the field of marketing and communications within the industry to foster ideas and innovation.
9. Coordinate a response to inquiries from the media within policy and approval with the Chairman's Office.
10. In collaboration with provider staff and the Public Health department, research information and provide clarification on health issues of particular interest to the community.
11. Coordinate with Public Health Emergency Preparedness and response staff as needed

## **ADMINISTRATIVE**

12. Develop monthly, quarterly and/or annual media activity reports for the organization and community
13. Develop measurable work plan goals, objects, and outcomes in line with Public Health and LTTHC goals and objectives.
14. Assist to develop and monitor health education budget and expenses
15. Evaluates effectiveness of web and social media outreach efforts in meeting the needs of the community and disseminating information.

## **MINIMUM QUALIFICATIONS:**

- BA in Public Relations, Communications, Advertising, Marketing, Health Education, and/or Journalism or related field
- Minimum of 2 years of professional experience utilizing educational, marketing, advertising and/or public relations principles and techniques, including specific experience with graphic and web design and social media
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

## **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of marketing, public relations, advertising, and social marketing principles.
- Extensive knowledge of social media and digital media
- Ability to practice and uphold public relations principles and codes of ethics, including respecting regulations related to protected health information
- Ability analyze and communicate results
- Ability to multitask and monitor multiple projects
- Ability to work well independently and in a team
- Proficient in the use of Microsoft Office products and other communications software
- Strong Communication skills both written and verbal
- Demonstrated experience with all types of social media (e.g. Facebook, Twitter, Instagram, etc.)
- Experience with web design and/or web development preferred but not required

## **REQUIREMENTS**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Possess or acquire HIPAA training within 30 days of hire.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

## **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov). For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or

certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226.  
Human Resource Fax number: 360-380-6991.