



CHOICE

Job description

Title: Tribal Partnerships Program Manager

FLSA status: Exempt

FTE status: 1.0 FTE

Hours: 8 a.m. – 5 p.m., Monday through Friday

Location: Olympia, WA

Who we are

CHOICE is a nonprofit organization dedicated to improving community health in central western Washington. To do this, we facilitate partnerships and collaboration with tribal nations, local healthcare leaders, and community partners, and provide funding and support for regional health improvement programs and services.

At CHOICE, we value teamwork, integrity, accountability, preparedness, clear communication, innovation, and a healthy work environment. Our values guide our work and serve as the foundation for how we engage, partner, and support the communities across our region.

One of the many ways we support health and well-being in this region is through collaborative partnerships and planning with tribal health providers, native-led/native-serving organizations, and state agencies working to improve systems and services available across the continuum of care.

The opportunity

Are you passionate about improving health outcomes and promoting cross-cultural understanding? Do you have a deep understanding and appreciation for the traditions and values of Indigenous communities? If so, we encourage you to apply for our Tribal Partnership Program Manager position, where you will have the opportunity to serve as a vital leader in developing relationships and partnerships with tribal sovereign nations.

This position will communicate and work together with tribal leaders and members to gain an understanding of the interests and needs of the Tribes in the region, help identify opportunities for supporting the health and well-being of tribal communities and collaborate across the organization to develop strategies that increase connection, trust and mutually supportive relationships between partners.

Major duties

Partner engagement

- Serve as a primary point of contact for regional Tribal partners to support MOU agreements and collaborative projects.
- Maintain consistent communication with tribal partners to stay current on activities, programs, engagement and collaboration opportunities via virtual meetings or in-person support as needed.
- Make scheduled in-person visits to each Tribe as requested or necessary.



- Develop regular updates and reports on partner engagement activities for internal and external audiences.
- Serve as a representative of CHOICE and approach this work with a commitment to respectfully building mutually beneficial relationships.
- Attend state-led meetings to ensure timely information can be shared with local partners.
- When appropriate and helpful, support connections between tribal partners and state or community-based organizations.
- Report Tribal Partner priorities to the CHOICE Board of Directors.
- Attend CHOICE Board of Directors meetings in a non-voting capacity.

Contract management and measurement

- Develop and manage contracts with Tribal partners; ensure contracting adheres to the requirements of the funder, CHOICE, and the Tribe.
- Participate in planning and development of the annual program budget and manage it throughout the year; monitor expenditures and remain accountable for deliverables that support the program's goals and objectives.
- Regularly monitor program activities, deliverables, and reporting to funders to ensure CHOICE compliance with organizational and contractual requirements.
- Support audit processes and performance monitoring as needed, and collaborate with finance, compliance and operations team members.
- Track program activities, resolve issues as they arise, and recommend improvements when necessary.
- Ensure implementation of systems and processes to produce performance reports for the CHOICE leadership, funders, contractors, and other partners or potential partners as appropriate.
- Prepare and maintain internal records and reports such as budgets, work plans, program documentation, and training materials.
- Other duties as assigned.

Preferred qualifications

- **Education:** Bachelor's degree or higher in Public Administration, Political Science, Public Health, Social Science or Sociology, American Indian Studies, or similar field. Comparable education in a similar field will also be considered.
- **Preferred work experience:** Successful experience working with sovereign tribal nations and native-led/native-serving organizations. Demonstrated ability to understand complex social networks and relationships, healthcare, care coordination, and educational issues in the communities served; ability to follow tribal engagement and collaboration policy and protocol in all activities and events; facilitative skills, ability to collaborate in challenging environments in a manner that builds trust and supports increased collaboration and partnerships.

Competencies

- **Computer skills:** Proficient in core productivity software, including Microsoft Office, with a proven ability to learn new applications.



- **Equity-focused:** Comfortable actively listening, learning, and engaging in conversation about power, oppression, justice, and thriving. Works hard to integrate the organization's understanding of equity into sense-making processes and implementation of key strategies and initiatives.
- **Dependability:** Demonstrate responsive and responsible behavior in a fast-paced setting.
- **Social-emotional skills:** Ability to navigate complex interpersonal dynamics, operate with tact, communicate effectively, and maintain strong working relationships.
- **Leadership:** Serves as a role model for staff; leads with cultural competency, humility, respect, and emotional intelligence; promotes a work environment and team culture that fosters engagement, trust, and inspiration.
- **Oral and written communication:** Ability to write and convey messages clearly. Communication approaches are culturally and linguistically appropriate for and diverse audiences. Models and creates a culture that values listening, curiosity, and candid conversation.
- **People focus and business orientation:** Embrace the organization's mission, understand the big picture, navigate well in ambiguity, and flexibly adapt to shifting needs.
- **Program management:** Highly competent in program design, development, implementation, management, and evaluation.
- **Project and time management:** Effectively manage and prioritize multiple projects and tasks and achieve deliverables on time, within scope and budget.
- **Relationship-driven:** Develops, maintains, and strengthens internal and external relationships across staff, and community partners, including with those who have been historically excluded and underserved.
- **Teamwork:** Work effectively, proactively, and collaboratively with community members, partners, and staff.
- **Time management:** Plan and manage time effectively. Identify and handle competing workload priorities. Make effective decisions and take appropriate action within short timeframes and deadlines.

Benefits

Salary range

\$89,600 - \$106,000

Benefits

Paid time off (PTO) with excellent medical, dental, and vision benefits, and retirement plan with employer match.

Equal opportunity

CHOICE Regional Health Network provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.



CHOICE expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

How to apply

Please email your resume and cover letter to hr@crhn.org with the subject line “Application for Tribal Partnerships Program Manager”