



# USET

**Nashville TN Office**  
711 Stewarts Ferry Pike, Ste. 100  
Nashville TN 37214  
P: (615) 872-7900  
F: (615) 872-7417

**Washington DC Office**  
400 North Capitol St., Ste. 585  
Washington DC 20001  
P: (202) 624-3550  
F: (202) 393-5218

## **Public Health Communications Specialist**

The Public Health Communication Specialist is responsible for assisting United South and Eastern Tribes, Inc., Tribal Health Program Support (THPS) personnel in selected projects. The incumbent will develop, and revise materials related to translational data issues including communication of health-related reports and materials to various target audiences, increasing accessibility of complex health information to specific situations. Communication tools may include but not limited to manuals, patient education materials, reports, web pages and other forms of digital media used for the purposes of program development, health promotion/disease prevention programs, grant support and reporting health status.

## **Exempt/Non-Exempt and Salary Range:**

The Public Health Communications Specialist is an exempt position with a salary range starting at \$50,214.00 per year.

## **Reporting Relationship:**

The Public Health Communications Specialist is supervised by the Director.

## **Duties and Responsibilities:**

1. Assist THPS staff to develop health education and related materials in many formats.
2. Review existing materials for content, reading level, presentation or other translational data issues.
3. Assist THPS staff revise content of existing written materials.
4. Apply the principles of adult education to written materials produced by THPS to make such materials more accessible to various audiences including member Tribes, Board Members, Federal Agencies and the general public.
5. Participate in Tribal community public health information efforts of initiated projects including community based participatory research.
6. Recommend revisions to THPS web pages to increase website utility to Nashville Area I/T/Us.
7. Develop and recommend graphics, tables, charts, worksheets, or other educational tools that can be used in existing THPS written materials.
8. Identify and work with staff from tribes, other tribal organizations, Indian Health Service, State Health Departments, federal agencies and outside agencies to coordinate and develop translational data materials.
9. Work with other THPS staff to review data results and reports for completeness and accuracy.
10. Recommend modifications to presentations on programmatic issues or statistical and epidemiological data for a variety of audiences.
11. Compose reports including designing tables, charts and graphs using word processing, spreadsheets, excel, and graphics software.
12. Gather descriptive data and material for use in grant applications and project updates.
13. Perform other duties as assigned.

**Public Health Communications Specialist**

**Qualifications:**

1. Minimum of a bachelor's degree in a related discipline (e.g., health education/health behavior, health communications, public health) from an accredited college or have a minimum of 5 years of closely related work experience.
2. Must have basic knowledge of principles of public health.
3. Must possess a moderate level of proficiency in the use of computerized software to create communications and educational materials. "In Design" experience a plus.
4. Must be able to clearly communicate orally and in writing to diverse audiences.
5. Must possess excellent organizational skills.
6. Must be able to work in a team-based setting.
7. Must possess cultural sensitivity and ability to work within the customs and traditions of various tribal groups.
8. Ability to show initiative, be conscientious and relate effectively with co-workers and the public.
9. Ability to travel and work irregular hours as necessary.

**Hiring preference shall be given to American Indians/Alaska Natives**

To apply, please forward resume and cover letter to Melisa Stephens at [mstephens@usetinc.com](mailto:mstephens@usetinc.com).

