

## JOB SUMMARY

Covalent Solutions (Covalent) is seeking a mission driven, highly motivated and collaborative **American Indian and Alaska Native (AI/AN) Indigenous Engagement Senior Analyst** to support the *All of Us Research Program (AOU)* at the **National Institutes of Health (NIH)**. AOU was established to accelerate health research and medical breakthroughs to enable an era of precision medicine for all. The program seeks to achieve this mission through building relationships with one million or more participant partners, delivering the largest, richest biomedical dataset ever, and catalyzing a robust ecosystem of researchers eager to use the dataset to advance human health. By combining health-related information from a large pool of diverse participants, AOU will reach the scale and scope necessary to enable research on a wide range of diseases and health topics.

This senior level position will support AOU's outreach and engagement efforts to AI/AN communities, building respectful relationships with Indigenous leaders, researchers, and community members. The successful candidate should be innovative, organized, and self-motivated with a keen interest in driving strategic messages to key internal and external audiences. We are looking for a mission-focused, seasoned, and process-minded individual with experience leading difficult conversations, advancing projects, and developing positive relationships with diverse individuals and communities.

This opportunity is full-time with Covalent and can be remote with some travel required with notice.

## DUTIES AND RESPONSIBILITIES include, but are not limited to:

- Provide advice and strategies on topics related to AI/AN partnerships and stakeholder engagement.
- Identify potential partners and articulate plans to build engagement networks.
- Attend in-person and virtual events to engage with AI/AN communities and leaders to understand and gather their needs, concerns, and feedback.
- Interact with a wide range of diverse individuals at many levels to develop lasting relationships both internally and externally.
- Create content and craft messaging related to AOU.
- Prepare culturally-appropriate information for diverse audiences, help develop materials, resources, and guidelines.
- Develop and navigate relationships across multiple interested parties.
- Establish effective working relationships among team members.
- Participate in solving problems and making decisions.
- Develop and use tracking systems for monitoring own work progress.
- Participate in internal working groups and project teams as subject matter expert in AI/AN engagement.
- Present on AI/AN engagement efforts to AoU Consortium members and other internal colleagues.

## QUALIFICATIONS

### Education

- Master's in STEAM area of focus. Ph.D. a plus.
- Experience may be substituted for an advanced degree, but candidate must be able to articulate clear reasoning.

### Experience

- 4+ years work experience.
- In depth understanding and demonstrated experience working with AI/AN and other Indigenous communities in a professional setting.
- Understanding and sensitivity to Indigenous history and culture, Tribal sovereignty and governance, and an awareness of the role and importance of traditional culture in contemporary Indigenous communities.
- Existing relationships with AI/AN leaders and community members.

- Extensive public speaking experience.
- Knowledge of the landscape of biomedical research with Indigenous groups, the contributors and strategies to combat health disparities, and a passion for improving the health of these communities.
- Demonstrated experience working in or with government agencies, especially HHS, IHS, NIH, or other relevant agencies.

## COMPETENCIES

### Professionalism

- Strong sense of confidentiality in order to handle sensitive information appropriately.
- Organized and deadline oriented with a proven track record of delivering results.
- Ability to apply judgment to manage conflicting priorities and resources, driving work and results that are the highest value for the organization.
- Ability to take in a lot of disparate information and find common themes, recommend clear paths forward and iterate.
- Sharp eye for detail. Keep meticulous notes and be able to manage multiple projects in different phases of work at the same time. Context-switching does not bother you.
- Ability to identify issues, analyze and participate in the resolution of issues/problems.
- Motivated by professional rather than personal concerns.
- Optimistic and show persistence when faced with difficult problems or challenges.
- Ability to stay calm under stress and uncertainty.
- Naturally curious about things you do not understand and actively look for opportunities to grow and learn from those around you.

### Communication

- Strong motivation to reach out to others, facilitate engagement, and to provide resources.
- Actively participate in meetings and willing to advocate for what you believe in. Provide thoughtful, constructive review of others' work, knowing that everyone is working towards the same objective.
- Superior written and verbal communication skills. You can always articulate the "why" behind your proposals.
- Listen to others, correctly interpret messages from others and respond appropriately.
- Ask questions to clarify, and exhibit interest in having two-way communication with a keen sense of relationship-building and customer service.
- Tailor language, tone, style, and format to match the audience.
- Demonstrate openness in sharing information and keeping people informed.
- Speak intelligently about a wide variety of topics but know when to say, "I don't know."

### Teamwork

- Ability to form professional, trust-based relationships.
- Work collaboratively with colleagues to achieve organizational goals.
- Place team agenda before personal agenda.
- Support and act in accordance with final group decision, even when such decisions may not entirely reflect own position.
- Share credit for team accomplishments and accept joint responsibility for team shortcomings.
- Embrace interpersonal and cultural diversity.

### Accountability

- Take ownership of all responsibilities and honor commitments.
- Deliver outputs for which you have responsibility within prescribed time, cost and quality standards.
- Operate in compliance with organizational regulations and rules.
- Take personal responsibility for your own shortcomings, where applicable.