



Request For Proposals
Health Council & Public Health Specialist

NMAHC's MISSION:

“to improve the health of all New Mexicans by supporting and strengthening county and tribal health councils, advocating for health equity, and by providing a strong voice for community and public health.”

This is accomplished through local planning, leading community collaboration among agencies, public policy work, and sustainable system development.

NMAHC is thrilled to invite you to participate in the **Health Council & Public Health Specialist** Request for Proposal (RFP). As we embark on this endeavor, we seek a partner who shares our vision, values, and passion for advocating on behalf of communities across New Mexico. Together, we aim to elevate our brand, engage our audience, and inspire advocacy in action.

PROJECT OVERVIEW:

The Public Health Specialist will be responsible for providing high-level program management capacity building programming and technical support for the NM Alliance of Health Councils (NMAHC) and its network of health councils. Duties include planning, implementing, and managing daily operations to achieve program goals and deliverables in a timely manner, with quality, and within budget while providing exemplary support to Health Councils and key partnerships. The Specialist supports the overall success collaborates on the growth of the organization and contributes to strategic priorities. The specialist will work closely with the Executive Director, Tribal Liaison, staff, and New Mexico Department of Health (DOH) - Health Promotion regional teams in providing and coordinating training, technical assistance, and other support activities for Health Councils and NMAHC's public health project activities.

The Specialist works to increase the capacity of both County and Tribal Health Councils and the organization to fulfill functions listed in state statute (HB 137), such as engaging with diverse sectors and community members to assess health issues with consideration of equity, social drivers of health and root causes; planning towards community prioritized solutions to improve health and equity; and advising local and state government on policies to improve community health. The Specialist collaborates in the design, management, evaluation, and supervision of the New Mexico Department of Health CDC/Kellogg Vaccine Equity and Community Rebuilding grant/ project implemented by NMAHC. The Specialist will collaborate with NMDOH on the coordination of the monthly CDC/Kellogg CORE team meetings.



DELIVERABLES:

HEALTH COUNCIL COORDINATION + CAPACITY BUILDING + TECHNICAL ASSISTANCE + PROJECT MGT

- Leads high-level capacity development program(s) to leverage Health Councils for success. Ensures high-quality design, communication, management, daily operations, delivery, evaluation, and supervision of capacity-building programming and projects implemented by NMHAC in support of HC to ensure overall success. Capacity Development programming includes, but is not limited to:
 - A year-round capacity-building educational program, including a peer-learning support system, via an educationally engaging and interactive platform, which includes a resource library.
 - Collaborate with Tribal Liaison and contribute to the curation of the Resource Library.
 - Oversees the SHARE New Mexico online resource platform and works with senior leadership to develop and leverage this statewide resource.
 - Provide technical assistance to Health Councils, and collaborate with the internal team to ensure HC needs are met.
- In collaboration with Tribal Liaison and Exec Admin, foster strong relationships and communications with Health Councils.
- Coordinates support activities for NMAHC grants and projects, including tracking outcomes and metrics to ensure grant deliverables and reporting requirements are met. Ensure communication with Health Councils and DOH Health Promotion teams, ensure accessibility and transparency regarding project issues and decisions on programs and services.
- Monitor to ensure that program goals are met to meet NMAHC deliverables and outcomes. Identify health council challenges and present and implement solutions to overcome any challenges to ensure project goals are successfully achieved.
- Collaborate with the reviewing and monitoring of monthly and quarterly reports and other documents submitted by Health Councils. Monthly reporting and billing requirements for the Center for Health Innovation (CHI) and Quarterly progress report and billing for the State Department of Health.
- Attends weekly SDOH meetings and provides regular updates to senior leadership on project activity and progress.
- Submit individual progress reports, orally or in writing, including at the Board of Directors during the quarterly Board meetings.

GRANT SOURCING + TRACKING + REPORTING

- Manages projects in accordance with NMAHC expectations, policies, and procedures, and grants deliverables.



- Prepares relevant grant reports with supporting documentation to ensure grant compliance, deliverables, and metrics. Submit monthly reporting summaries to NM Dep of Health Promotion teams and managers.
- Works with senior management to sustain existing work and identify funding opportunities. Assist with grant applications and other funding opportunities.

ADVOCACY

- Represents NMAHC on public health issues at meetings with state agencies, sector collaborations, and other partner organizations.
- Participates in the annual advocacy efforts and event planning during the legislative session, including public speaking and Health Council engagement.
- Collaborate on the programming and planning of the annual Statewide Meeting and the NM Public Health Day during the Legislative Session (Jan-Feb 2025).

STRATEGIC PARTNERSHIPS + COLLABORATIONS

- Build and maintain effective partnership networks at the state, regional, and local levels to support health equity for Tribal and County communities.
- Collaborates on projects that support the overall growth of Health Councils, and the organization, contributes to strategic priorities, and leverages health councils.
 - Collaborates with the Social Determinants On Health Collaborative (SDOH Collaborative), curating agenda, follow-up meeting notes, and case study/models and tools.
 - Collaborates with the CORE team, formulates monthly agenda, and tracks progress. This team is formed by the CDC/Kellogg/NMDOH grant

PROPOSAL SUBMISSION

Individuals should submit a proposal, no more than 3 pages, which contains the following:

- Name, resume, and contact information of the person submitting the proposal.
- Please provide brief examples that demonstrate your experience and skills in the 4 deliverables:
 - HC Coord /Capacity Building/Training Methodologies;
 - Grant Sourcing/ Tracking/Reporting;
 - Advocacy;
 - Strategic Partnerships/Collaboration;
 - Project Management and Communications
- Availability (hours per week) and hourly rate. Currently budgeted for \$30 - \$35 per hour.
- Three references and at least one sample work.



- Please indicate if the amount includes or does not include NM Gross Receipts Tax.

Requirement: Please note that this role is based out of New Mexico, with in-person office hours, and must be well-versed with the New Mexico Public Health Sector and public health priorities across the state.

Please send your proposal by May 17th, 2024

Attention to:

Valeria Alarcon, Executive Director
Email: admin@nmhealthcouncils.org

For questions please call (505) 273-8406.