



ABOUT MONTANA CONSORTIUM FOR URBAN INDIAN HEALTH

The Montana Consortium for Urban Indian Health (MCUIH) is a membership consortium comprising of Urban Indian Organizations (UIOs), dedicated to providing comprehensive healthcare to Urban Native American communities in Montana and beyond. We are committed to strengthening and supporting the clinical and operational functions of UIOs through interconnectedness, resource sharing, and advocacy, with a focus on sustainability.

OVERVIEW OF ROLE

The Peer Network Coordinator is responsible for developing, coordinating, and sustaining peer networking and learning opportunities that strengthen collaboration, information sharing, and professional growth among network participants. This position serves as a key relationship manager, connecting members with resources, facilitating peer-to-peer learning, and supporting the organization's strategic goals through engagement, communication, and program coordination.

The Peer Network Coordinator works closely with internal staff, external partners, and network members to create meaningful opportunities for connection, knowledge exchange, and collective problem solving. The ideal candidate is a skilled communicator, organizer, and facilitator who is passionate about building relationships and fostering collaboration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Build and maintain an active peer network that supports collaboration, knowledge sharing, and engagement among members.
- Recruit, onboard, and engage participants through ongoing outreach, communication, and relationship-building activities.
- Plan, coordinate, and facilitate virtual and in-person peer networking events, meetings, and learning opportunities.
- Develop meeting agendas, facilitation materials, and other resources that support peer learning and group engagement.
- Foster an inclusive environment that encourages participation, mutual support, and shared problem solving.
- Support peer leaders and network champions by providing resources, guidance, and opportunities for leadership development.
- Develop and distribute network communications, including newsletters, announcements, and resource materials.
- Manage network engagement platforms and maintain accurate participation and contact records.
- Collect and share best practices, tools, and success stories that strengthen network learning and collaboration.
- Monitor participation and engagement, gather participant feedback, and support reporting evaluation, and continuous improvement efforts.
- Assist with grant-related deliverables and other organizational initiatives as assigned.

MINIMUM EDUCATION & EXPERIENCE REQUIREMENTS

Education & Experience

- Bachelor's degree in public health, communications, education, human services, business, or a related field; or an equivalent combination of education and experience.
- At least two years of experience in program coordination, community engagement, member services, event planning, or a related field.
- Strong written and verbal communication skills.
- Experience building relationships and working collaboratively with diverse stakeholders.
- Proficiency with Microsoft office applications and virtual meeting platforms.
- Experience working in nonprofit, healthcare, public health, Tribal, or community-based organization.
- Experience facilitating meetings, trainings, or peer learning activities.
- Experience supporting grant-funded programs or member-based networks.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be provided to enable individuals with disabilities to perform the functions.

- Ability to stoop, kneel, crouch, and utilize reaching.
- Frequent travel will be required for this position around 25% - 30%. A valid driver's license and proof of insurance are required to perform the duties of this position.
- Frequently sit, with continuous full use of hands, repetitive movement, keyboarding, clear vision, and speak and hear normal conversation.
- Requires high attention to detail with frequent deadlines and internal and external social interactions.
- Work primarily in an office environment. Must be able to work within an office setting, with flexibility to change settings as needed.
- Hybrid/remote may be considered.
- Work hours are generally Monday through Friday, 8 AM-5 PM, but may include early morning, evenings, and weekend events.

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COMPENSATION

Annual salary range: \$30,000-\$35,000 (commensurate with experience)

Position Details:

- Part-time (0.5 FTE)
- 10-month grant-funded position
- This position is not eligible for employee benefits, paid leave, or holiday pay
- This position offers the opportunity for growth, with the potential to transition to a full-time, permanent role contingent upon performance, organizational needs, and future grant funding.

HOW TO APPLY

Interested candidates should submit a cover letter and resume to:

Alex Potter, Operations Director
 apotter@mcuih.org

