



**TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)**  
**380 N RESERVATION RD • PORTERVILLE, CALIFORNIA 93257**  
**PHONE: (559) 784-2316 • FAX: (559) 781-6514**

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**REQUEST FOR APPLICATIONS (RFA)**  
**HEALTHY TULE RIVER COALITION INTERNSHIP**  
**PUBLISHED DATE: August 20, 2025**

The Tule River Indian Health Center, Inc. (TRIHCI) has created the Healthy Tule River Coalition (HTRC) to provide community leadership to activities and efforts within TRIHCI's Public Health Department. The goals of the HTRC are to identify the most important health issues in the community and help design work and efforts to address them. The HTRC holds monthly in-person meetings at the Tule River Justice Center through at least April 2026. The meetings are led by a TRIHCI contracted Public Health Strategic Advisor (PHSA) and the TRIHCI Public Health Officer (PHO).

The HTRC Intern will support the logistics, planning, and administration of the HTRC monthly meetings by supporting the PHSA and PHO. The intern is required to ensure that the HTRC monthly meeting space is reserved at the Tule River Tribe's Justice Center, be present to set up and take down all HTRC meetings and support the meeting through ordering and picking up food for the participants, organizing tables and chairs, preparing sign-in sheets, greeting participants, and setting up computer equipment. The intern will support the delivery of the session activities, including: setting out meeting materials and handouts and providing limited review and feedback on slide decks and activities prepared by the PHSA and PHO for the HTRC meetings. The intern will be eligible to work up to 20 hours a month at \$20 per hour for 8 months. Hours must be tracked and submitted to the PHSA and PHO for review and approval.

The intern will sign a contract with TRIHCI but will **not** receive any employee benefits (i.e. health insurance). Funding is not guaranteed and contingent upon grant funding.

Additional information about our organization and scope of services are provided below.

Questions Regarding RFA

Inquiries concerning this RFA should be submitted to [eric.coles@carih.org](mailto:eric.coles@carih.org) using the subject line: "Healthy Tule River Coalition Intern RFA". Responses will be returned within 48 business hours.

Submission of Applications

A letter of interest must be submitted via e-mail to [eric.coles@carih.org](mailto:eric.coles@carih.org) until the positions are filled.

**Send Applications To:** Dr. Eric Coles, Tribal Public Health Officer  
Tule River Indian Health Center, Inc  
[eric.coles@carih.org](mailto:eric.coles@carih.org)  
**Subject Line: Healthy Tule River Coalition RFA**

**Due Date & Time:** Open until filled

**Contact Information:** Dr. Eric Coles, Tribal Public Health Officer  
Tule River Indian Health Center, Inc.  
380 N. Reservation Rd  
Porterville, CA 93257  
(559) 784-2316

## **SECTION I. Organizational Overview**

### **A. Program History & Philosophy**

Tule River Indian Health Center, Inc. (TRIHCI) is a 501(c)(3) non-profit organization founded in 1973 and dedicated to meeting the healthcare and health education needs of Native American Communities in Tulare County. TRIHCI is governed by a Board of Directors comprised of local Tribal members from the Tule River Indian Reservation.

### **B. Mission**

To improve the health status and quality of life of those we serve.

### **C. Vision**

Healthier Native American Families and Communities.

### **D. Governance**

TRIHCI is governed by a nine-member Health Board comprised of seven regular Board Members of the Board of Directors and two alternate Board Members. The alternates shall serve in the absence of regular Board Members. The term of office for each Board Member is three years, except individuals appointed to fill a vacancy on the Board of Directors shall serve only for the remainder of that term. Board Members elected as alternates will serve a term of one year.

The Board of Directors holds the power to take all actions necessary for, and incidental to, carrying on the purposes of this corporation. These powers include, but are not limited to the power to appoint, hire, terminate and govern personnel as provided in the Personnel Policies of Tule River Indian Health Center, Inc.; to own, buy, sell, lease, or hold in any other manner real or personal property; to receive, hold, expend and invest funds donated or appropriated by any private person, corporation, public agency, foundation, or other entity; and to do any act in the manner in which the Board of Directors in its discretion deems proper and consistent with the purposes of the corporation and which is not inconsistent with the California non-profit corporation laws under which the corporation is organized.

## **SECTION II. Project Description**

### **E. Scope of Work**

Coalition members will be chosen based on their ability to:

- a. Research, order, and pick-up HTRC coalition meeting food and drinks.
- b. Provide material support for the HTRC monthly meetings including ordering, organizing, and bringing meeting supplies, printing agendas, and ensuring sign-in sheets are completed in collaboration with the PHSA.
- c. Set up and break down the HTRC meeting space, including reserving the room and confirming reservation via form on file with the TR Justice Center, setting up/breaking down tables, chairs, ensuring supplies are available, and conveying any special requests/needs by members to the PHSA.
- d. Check the meeting room IT and work with PHSA to ensure that audio-visual logistics are working before each HTRC meeting.
- e. Meet with Public Health Officer, PHSA and PHD team once a month to ensure logistics for meeting are ready.
- f. Meet with PHSA to discuss activity planning and session organization needs in preparation for each HTRC meeting and homework activities.
- g. Take photos of HTRC as needed.

## **SECTION III. Applications**

Please email the following documents to [eric.coles@carih.org](mailto:eric.coles@carih.org) or send via mail to the address listed above.

### **A. Letter of Interest**

- o Include a letter addressed to the TRIHCI Board of Directors that answers the following questions:
    - Why do you want to support the Healthy Tule River Coalition?
- B. Resume or CV that highlights any relevant experience in community leadership (NOT REQUIRED)
  - o Submitting a resume is the best practice.

Applications will receive a confirmation email of their submission within 2 business days.

Selected applicants for an interview will be notified by September 15, 2025.

#### **Section IV. Additional Terms**

##### **A. Reservation of Rights**

During the evaluation process, the TRIHCI reserves the right to request additional information or clarifications from proposers. Other information may include contact information for references or verification for previous experience.

##### **B. Applicant Rights**

Please note that all materials submitted in response to this RFP become the property of TRIHCI upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between TRIHCI and the applicant. Submitted materials will remain confidential to TRIHCI and be reviewed solely by staff and/or the Board of Directors for decision-making purposes related to this opportunity. No submissions or supporting documentation will be returned to the submitting applicant.