



Job Description: Program Officer

Position Title: Program Officer
Reports To: Director of Programs
Job Level: Exempt
Supervises: N/A

POSITION SUMMARY

The Program Officer's primary responsibility is to provide assistance and support to Senior Program Officers or Director of Programs in the administration and implementation of First Nations' projects. In this capacity duties will include coordination of technical assistance and training, participation in onsite visits, grant management, monitoring consultant work that may include but not limited to developing consultant agreements, monitoring deliverables, and organizing files.

Program officer duties shall be performed in a timely manner, with documents, presentations and material developed in high quality in keeping with First Nations brand. Responsibilities also include organizing and maintaining program files; assist with grantee technical assistance needs and reporting, coordinate convenings, and work in close collaboration with First Nations' Senior Program Officers and the finance department to ensure accurate accounting for grant related income and expenditures.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Assist in the design and development of evaluation plans and tools
- Assist Sr. Program Officer in developing agendas for sessions and workshops at annual conferences and convening and ensures the development and implementation of:
 - PowerPoint presentations and webinars, and develop and deliver training curriculum.
 - Workshops and annual conferences including producing written materials like invitations, announcements, press releases, agendas, session descriptions, assessments, evaluations.
- Participate in conference development.
- Assist in the implementation and delivery of training and technical assistance curriculum through on-site and off-site trainings and workshops, at conferences, webinars, and by phone.
- Review and design reports and presentations materials for both internal and external audiences as directed by supervisor.
- Maintain excellent relations and communications with coworkers, partners, grantees, and stakeholders.
- Writes articles for contribution to First Nations newsletter
- Assist with coordination and delivery of webinars
- Coordinating and traveling for grantee site visits
- Attendance at professional conferences and gatherings



FIRST NATIONS
DEVELOPMENT INSTITUTE

MINIMUM QUALIFICATIONS

- Bachelor's Degree.
- Minimum of two years of relevant experience (e.g. experience in a nonprofit organization and/or as a grant maker/grant seeker).
- Frequent travel required – 2 to 3 times per month
- Knowledge of and/or familiarity with the historical and contemporary legal development and workings/status of Tribal Nations.
- Strong written and verbal communication skills required.
- Strong Customer Service orientation
- Competent self-starter who will take initiative and work independently.
- Excellent interpersonal, communication and organizational skills.
- Strong administrative ability and attention to detail required.
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimum supervision.
- Strong computer skills, including but not limited to MS Office, Excel and Power Point.
- Positive attitude, good people skills and the ability to work closely with people at all levels of experience and proficiency required.
- Demonstrated teamwork
- Professional demeanor and appearance

PREFERRED QUALIFICATIONS:

- Master's degree
- Three to six years of relevant experience
- Knowledge of non-profit organizational structure, legal issues, board of directors, and practices.
- Demonstrated experience working with diverse cultures and specific experience with American Indian communities and culture desired
- Demonstrated project management experience

TO APPLY

Provide a cover letter, resume and three references by email to hr@firstnations.org or mail to:

Attn: Human Resources
First Nations Development Institute
2432 Main Street, 2nd Floor
Longmont, CO 80501