



Honoring Indigenous Knowledge

40TH ANNIVERSARY OF FIRST NATIONS DEVELOPMENT INSTITUTE

Position Title:	Project Coordinator – California Tribal Fund
Reports to:	Director of Programs
Job Level:	Exempt
Supervises:	N/A

First Nations Development Institute (First Nations) is a 40-year-old Native American controlled nonprofit organization whose mission is to strengthen American Indian economies to support healthy Native communities. We invest in and create innovative institutions and models that strengthen asset control and support economic development for American Indian people and their communities.

The Project Coordinator's primary responsibility is to assist in the administration and coordination of the California Tribal Fund, a program of First Nations. The mission of the California Tribal Fund is "To invest in the viability and visibility of California Tribal Nations, communities, and families. We are committed to eternalizing our cultures and traditions while honoring the historical fortitude of our ancestors."

Duties may include, but are not limited to, assisting in the coordination of California Tribal Fund convenings and meetings; coordinating webinars; performing administrative functions and data entry; and assisting program grantees, community partners, donors and philanthropic supporters.

The Project Coordinator reports to the Director of Programs and may work in close collaboration with other First Nations staff including, directors, senior program officers, program officers, and administrative staff.

The Project Coordinator will be based in First Nations' Los Angeles County, California-based, office. The safety of our staff is of primary importance, and currently First Nations staff are working from home in response to the COVID-19 pandemic. We are monitoring and following federal, state and local public health guidance and, as of now, employees are expected to be able to report to our offices when deemed safe.

ESSENTIAL FUNCTION/RESPONSIBILITIES

- Respond to basic inquiries from potential grant applicants and existing grantees.
- Assist with incoming and outgoing grants correspondence.
- Assist with scheduling site visits, meetings and workshops with grantees.
- Assist in communications and logistics related to philanthropic donors and program partners.
- Assist in developing working relationships with California Tribal and other community-based resources.
- Coordinate meeting logistics as designated by supervisor.
- Work with administrative staff in answering California Tribal Fund-specific e-mails and phone calls.
- Develop and maintain internal processes and procedures.
- Assist in program-specific research and outreach throughout California.
- Assist in coordination of webinars and other online platforms.
- Assist in calendar management – scheduling meetings, documenting meeting outcomes, and filing.
- Assist in scheduling travel.



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MINIMUM REQUIREMENTS

- Bachelor's degree
- Minimum of one year's experience with project management and event coordination
- Experience with online webinar platforms
- In-depth computer knowledge of Windows OS and Microsoft Office Suite
- Comfortable exploring and learning how to work in a variety of databases
- Strong written and verbal communication skills and excellent interpersonal and organizational skills
- Competent self-starter who is a doer, who takes initiative, and who is able to work independently
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimal supervision
- Strong administrative ability and attention to detail
- Customer service oriented
- Positive attitude and the ability to work closely with people at all levels of experience and proficiency

PREFERRED REQUIREMENTS

- Experience working with California Tribal communities, including Tribally controlled nonprofit organizations and California Tribal Nations
- Familiarity with California Tribal customs and traditions, sovereignty and self-governance issues
- Awareness of local, state, and federal policy issues, and other matters that may impact California Tribal Nations and communities
- Familiarity with databases, e.g., Raiser's Edge, Blackbaud Grantmaking, Airtable Project Management
- Experience with grants, contracts, grant reporting and grants management

BENEFITS

Employer matched 403b Retirement Plan; Employer health insurance contribution; Health benefits package; Flexible Spending Plan; Paid Time Off; Holidays

SALARY RANGE

\$45,000 to \$55,000

TO APPLY

Submit a cover letter, resume and 3 references to HumanResources@firstnations.org. Please note Project Coordinator – California Tribal Fund in the title of the email.