Position Title: Program Officer – Nourishing Native Foods & Health
Reports To: Director of Programs – Native Agriculture and Food Systems
Job Level: Exempt
Supervises: N/A

POSITION SUMMARY
First Nations Development Institute (First Nations) is a 41-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 Program Officer’s primary responsibility is to assist and support Senior Program Officers and the Director of Programs in the administration and implementation of First Nations’ Nourishing Native Foods & Health projects. Additional responsibilities include thoughtful contributions to Indigenous food and agriculture conversations, coordination of technical assistance and training, participation in onsite visits, grantee communications, grant management, and monitoring of consultant work that may include developing consultant agreements, monitoring deliverables, performing data entry in the Airtable project management platform, and organizing files.

Program officer duties are performed in a timely manner, with documents, presentations and materials developed in line with First Nations’ standards and branding. Responsibilities also include organizing and maintaining program files, assisting with grantee technical assistance needs and reporting, coordinating convenings, and working in close collaboration with First Nations’ Senior Program Officers and the finance department to ensure accurate accounting for grant-related income and expenditures, and contributing to local, regional, and national conversations on food and agriculture issues and program and policy development.

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. Proof of completion of a satisfactory reference and documentation of COVID-19 vaccination is required.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES
- Assist in the design and development of the Nourishing Native Foods & Health program and evaluation plans and tools
- Assist Senior Program Officers in developing agendas for sessions and workshops at conferences and convenings, along with associated:
  - PowerPoint presentations, webinars, and training curriculum
  - Written materials such as invitations, announcements, press releases, agendas, session descriptions, assessments, and evaluations
- Participate in pre-conference and conference development for bi-annual Food Sovereignty Summit Conference and LEAD Conference
• Assist in the implementation and delivery of training and technical assistance through onsite and off-site workshops, conferences, and webinars
• 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
• Generate ideas and writes articles for contribution to First Nations’ quarterly newsletter

MINIMUM REQUIREMENTS
• Bachelor’s degree
• Minimum of two years of relevant experience (e.g., experience in a nonprofit organization, experience as a grant maker/grant seeker)
• Frequent travel required – two to three times per month (dependent on national COVID-19 protocols)
• Knowledge of and/or familiarity with the historical and contemporary legal development and workings/status of Tribal Nations
• Knowledge of and/or familiarity with food and agricultural concepts and food system development
• Strong customer service focus
• Competent self-starter who will take initiative and work independently
• Excellent interpersonal, communication, verbal, and organizational skills
• Strong administrative ability and attention to detail
• Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimum supervision
• Strong computer skills, including MS Office, Excel, PowerPoint, and Teams
• Knowledge and experience with virtual presentation platforms such as GoToMeeting, Zoom, and GoToWebinar
• Positive attitude, good teamwork skills, and the ability to work closely with people at all levels of experience and proficiency
• A passion for the organization’s mission and advancing Native sovereignty and racial and economic justice

PREFERRED REQUIREMENTS
• Master’s degree
• Three to six years of relevant experience in food or agricultural projects
• Experience working with Indigenous food systems and/or cultural practices
• Knowledge of non-profit organizational structure, legal issues, boards of directors, and practices.
• Demonstrated experience working with diverse cultures and specific experience with American Indian communities and cultures desired
• Demonstrated project management experience

MEASURES OF SUCCESS
• Meets program timelines and performs assigned duties
• Allocates and utilizes First Nations’ resources effectively and efficiently
• Is team oriented and open to collaboration with colleagues
• Delivers high-quality materials and resources
• Provides professional customer service within First Nations and with external partners, including funders and grantees
• Adheres to First Nations’ Core Values & Guiding Principles
• Takes ownership of professional development and career goals
• Manages upward to assist with on-time deliverables, projects, and convenings
• Provides direct reports:
  o Frequent feedback and appropriate coaching
  o Annual performance evaluation
  o Training and development

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

**SALARY RANGE**
$55,000 to $63,000

**TO APPLY**
Submit a cover letter, resume and three references to HumanResources@firstnations.org. Please note NNFH: Program Officer in the title of the email.