



FIRST NATIONS DEVELOPMENT INSTITUTE

Position Title: Program Associate
Reports To: Director of Programs
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 Associate's primary responsibility is to assist and support Program Officers and the Director of Programs in the administration and implementation of First Nations' projects. Additional responsibilities include thoughtful contributions to 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 Associate 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/Program Officers and the finance department to ensure accurate accounting for grant-related income and expenditures.

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 Senior Program Officers in developing agendas for sessions and workshops at conferences and convenings, along with associated:
 - Selection and management of site for events, site logistics (including space, food, guest rooms), coordinating guest travel, registration management, catering logistics, materials printing and organization, evaluation collection and summary reporting
 - PowerPoint presentations, webinars, and training curriculum
 - Written materials such as invitations, announcements, press releases, agendas, session descriptions, assessments, and evaluations
- 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



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- Maintain excellent relations and communications with coworkers, partners, grantees, and stakeholders
- Generate ideas and writes articles for contribution to First Nations' quarterly newsletter
- Assist in the design and development of programs and evaluation plans and tools
- Participate in pre-conference and conference development as well as First Nations' bi-annual LEAD Conference

MINIMUM REQUIREMENTS

- Bachelor's degree
- Minimum of one year of relevant experience (e.g., experience in a nonprofit organization, experience as a grant maker/grant seeker)
- Frequent travel may be 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
- 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
- Two to four years of relevant experience with environmental projects
- 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 and event coordination 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



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- 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

EMPLOYEE BENEFITS & PERKS

First Nations provides a number of employee benefits which include:

- Health Insurance with First Nations' contribution that includes vision and dental
- Employee life insurance with optional supplemental insurance for self and immediate family
- 403b Retirement Plan with up to 3% employee salary match by First Nations
- Flexible Spending Account
- 10 paid holidays per year
- Paid time off from December 26 to January 1 each year during office closure
- Half-day Fridays for the summer season
- Paid sick days for illness or to tend to immediate family health needs

Employee perks include:

- Flexible work schedules
- Professional development opportunities
- Learning environment
- Opportunities for advancement
- Fun and friendly environment
- Quarterly personal days in addition to vacation or sick time

TO APPLY

Submit a cover letter, resume and three references to HumanResources@firstnations.org.
Please note Program Associate in the subject of the email.