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 national nonprofit organization whose mission is to strengthen asset control and economic development for American Indian people and their communities. We do this through six primary programs with a strategy that includes, but is not limited to, grantmaking, technical assistance, training, advocacy, and coalition building.

Headquartered in Longmont, Colorado, with satellite offices in New Mexico and California, First Nations provides three alternative workplace locations for employees, and currently all employees are working remotely due to the COVID-19 pandemic. When deemed safe and in accordance with federal, state, and local public health orders, employees will be required to report back to a First Nations office location. In the interim, all employees are required to provide proof of current COVID-19 vaccination.

The Program Officer will be assigned to the Nourishing Native Foods & Health program. The program works to support tribes and Native communities as they build sustainable food systems that improve health, strengthen food security, and increase access to healthy food and control over Native agriculture and food systems.

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. In this capacity, duties include thoughtful contributions to Indigenous food and agriculture conversations and solutions to issues, coordination of technical assistance and training, participation in onsite visits, grantee communications, grant management, consultant management, and other duties that may include, but are not limited to, developing consultant agreements, monitoring deliverables, performing data entry in an Airtable project management platform, and organizing files.

Program Officer duties shall be performed in a timely manner, with documents, presentations, and materials developed in high quality in keeping with First Nations’ brand. Responsibilities also include organizing and maintaining program files, assisting with grantee technical assistance needs and reporting, coordinating convenings, 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 thoughtfully contributing to local, regional, and national conversations on food and agriculture issues, programs, and policy development.

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:
  o PowerPoint presentations, webinars, and training curriculum
  o 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
• Assist with coordination and delivery of webinars

MINIMUM QUALIFICATIONS

• Bachelor’s degree
• Minimum of two years of relevant experience (e.g., experience in a nonprofit organization, experience as a grant maker/grant seeker)
• Strong computer skills with knowledge and experience with Microsoft Office 365 Suite including, but not limited to, Outlook, Word, Excel, and Teams
• Knowledge and experience with virtual presentation platforms including, but not limited to, GoToMeeting, Zoom, and GoToWebinar
• 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 written and verbal communication skills
• Strong customer service focus
• Competent self-starter who will take initiative and work independently
• Excellent interpersonal, communication, 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
• 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 QUALIFICATIONS:

• 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

EMPLOYEE BENEFITS & PERKS
• 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
• Paid parental leave after one year of employment
• Paid vacation time starting at 80 hours for 1 to 3 years of employment
• Reimbursed relocation expenses

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 Officer: Nourishing Native Foods & Health in the subject of the email.