

# FIRST NATIONS

## DEVELOPMENT INSTITUTE

**Position Title:** Program Officer – Stewarding Native Lands  
**Reports To:** Director of Programs – Stewarding Native Lands  
**Job Level:** Full-time/Exempt  
**Location:** Colorado, New Mexico, California First Nations offices

### **POSITION SUMMARY**

First Nations Development Institute (First Nations) is a 43-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.

Headquartered in Longmont, Colorado, with satellite offices in New Mexico and California, First Nations provides three alternative workplace locations for employees. The Program Officer will be assigned to the Stewarding Native Lands program. The Stewarding Native Lands Program (SNL) was created to implement initiatives to support environmental sovereignty and justice, traditional knowledge, and ecological stewardship and improve Native control of and access to ancestral lands and resources.

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 the Environmental Sovereignty and Justice Initiative. In this capacity, duties include 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 environmental justice issues, programs, and policy development.

### **ESSENTIAL FUNCTION/RESPONSIBILITIES**

- Assist in the design and development of the Environmental Sovereignty and Justice Initiative 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, including LEAD Conference.
- Assist in the implementation and delivery of training and technical assistance through onsite and off-site workshops, conferences, and webinars.

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- 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 write articles for contribution to First Nations' quarterly newsletter.
- Assist with coordination and delivery of webinars.

### **MINIMUM REQUIREMENTS**

- Bachelor's degree
- Minimum of four years of relevant experience (e.g., at a nonprofit organization, 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 – two to three times per month (depending 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 environmental justice and equity concepts
- 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
- Valid driver's license and car to run errands and make deliveries
- Documentation of completed COVID-19 vaccination

### **PREFERRED REQUIREMENTS**

- Master's degree
- Four to six years of relevant experience in the field of environmental justice
- 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
- Demonstrated project management experience

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### **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:
  - Frequent feedback and appropriate coaching
  - Annual performance evaluation
  - Training and development

### **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
- 14 paid holidays per year
- Paid time off from December 25 through January 1 each year during office closure
- 32-hour work week (Mon-Thurs) and paid vacation time starting at 64 hours per year
- Paid sick days for illness or to tend to immediate family health needs

Employee perks include:

- Flexible work schedules
- Professional development and learning opportunities
- Collaborative and fun work environment
- Opportunities for advancement

### **SALARY RANGE**

\$58,000 to \$71,000

### **TO APPLY**

Complete the employment application form for **Program Officer – SNL** by clicking on the link below:

<https://airtable.com/appvwoxldfsTBttiR/shrEbcBRaDK6Aur1x>

The application also requires applicant to upload resume and list of three references.

July 18, 2023