

# FIRST NATIONS

## DEVELOPMENT INSTITUTE

**Position Title:** Program Assistant – Stewarding Native Lands  
**Reports To:** Director of Programs – Stewarding Native Lands  
**Job Level:** Full-time/Exempt  
**Job Location:** Albuquerque, New Mexico or Longmont, Colorado

### **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.

First Nations is seeking an experienced, self-motivated, executive assistant to support the work of the Director of the Stewarding Native Lands Program (SNL) and the program team. In addition to managing the schedule and meetings of the Director, responsibilities also include providing project coordination and support for the SNL program staff. Responsibilities include, but are not limited to, travel coordination, meeting preparation, note taking, and maintaining calendar of events. Other duties may include developing consultant agreements, monitoring deliverables, performing data entry in the Airtable project management platform, and organizing files.

The Program Assistant position is not a remote position, it requires working in the office on a daily basis and will be based in the First Nations Albuquerque or Longmont office. First Nations requires that employees provide proof that they are fully vaccinated against COVID-19.

### **ESSENTIAL FUNCTION/RESPONSIBILITIES**

- Working in office on a daily basis
- Conference and travel arrangements for SNL program
- Calendar coordination and management for Director of Programs, program staff, and appropriate First Nations team members when requested
- Support travel expense report processing and documentation
- Note-taker for SNL meetings
- On-site support for SNL gatherings
- Compilation of SNL Board reports
- Editing of SNL documents
- Performs other duties as assigned

### **MINIMUM REQUIREMENTS**

- Two years of experience in an executive support role
- Proof of documentation of COVID-19 vaccination
- Associate's degree
- Minimum of one year of relevant experience in supporting the implementation of projects and/or coordinating events

# FIRST NATIONS

## DEVELOPMENT INSTITUTE

- Strong written and verbal communication skills
- Competent self-starter who will take initiative and 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
- Strong customer service focus
- Strong computer skills, including comfortability with Microsoft Office software suite
- Knowledge and experience with virtual presentation platforms such as GoToMeeting, Zoom, GoToWebinar, and Microsoft Teams
- 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 (in addition to MINIMUM REQUIREMENTS)**

- Bachelor's degree
- 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
- Knowledge of and/or familiarity with the historical and contemporary legal development and workings/status of Tribal Nations

### **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

### **EMPLOYEE BENEFITS**

First Nations provides a number of employee benefits which include:

- First Nations' health insurance contribution that could provide full coverage for employee not including family coverage and/or other supplement benefits.
- 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 26 to January 1 each year during office closure
- 32-hour work week (Monday-Thursday) and paid vacation time starting at 64 hours per year

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- 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**

\$41,400 - \$50,500

Starting Salary dependent on experience and skills.

### **TO APPLY**

Complete the employee application form by clicking on the link below:

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

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