

FIRST NATIONS

DEVELOPMENT INSTITUTE

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

POSITION SUMMARY

First Nations Development Institute (First Nations) is a national 43-year-old Native American-led nonprofit organization whose mission is to strengthen asset control and economic development for American Indian people and their 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 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 project management to assist and support senior program officers, the associate director, 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, traveling to meet with partners, 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, grantmaking, 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.

The Program Officer position is based in First Nations' Longmont, Colorado, office, and is a hybrid remote position. The selected candidate will be required to be in the office two days per week.

For the protection of our staff and the communities we serve, First Nations requires that employees provide proof that they are fully vaccinated against COVID-19.

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Please note, this job description is not designed to cover or contain a comprehensive listing of activities. First Nations is a collaborative organization that relies on teamwork.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Assist in the design and development of the Nourishing Native Foods & Health programs 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
- Assist in record retention and organization using Airtable
- Management of grants and timely communication with Nourishing Native Foods & Health grantees
- Availability to travel across the nation to Nourishing Native Foods & Health engagements

MINIMUM REQUIREMENTS

- Proof of documentation of COVID-19 vaccination and boosters
- Bachelor's degree
- Ability to work independently and collaboratively to accomplish responsibilities, goals, and projects
- Ability to work in a deadline-driven environment, managing multiple projects simultaneously with high degree of accuracy and attention to detail
- Strong problem-solving and analytical skills
- Highly organized
- Strong communication skills
- Advanced computer skills, including proficiency in standard office productivity software
- Strong administrative skills
- Strong customer service focus
- Competent self-starter who is a doer, who takes initiative and who is able to work independently
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimal supervision
- Positive attitude and the ability to work closely with people at all levels of experience and proficiency
- High ethical standards, discretion, and confidentiality in working with donor information
- A passion for the organization's mission and advancing racial and economic justice
- Understanding of Tribal Sovereignty

PREFERRED REQUIREMENTS

- Project Management skills/training
- Strong database management skills

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- Familiarity with operating the Airtable program management database, maintaining the integrity of the database, and providing support to staff for database applications
- Familiarity and experience working with Tribal communities
- Strong project management skills, communications coordination, and time and task management
- Knowledge of nonprofit organizations and practices and familiarity with Tribal Nations
- Willingness to learn
- Ability to develop, document, and implement new processes
- Ability to train and guide staff in database and project management

MEASURES OF SUCCESS

- Timely and thorough completion of assigned tasks and duties
- A high standard of customer service to First Nations' staff and communities
- Clear communication of database instructions and training
- Ability to organize and prioritize duties and assigned tasks
- Development and implementation of AirTable training for First Nations' staff

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 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
- 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

SALARY RANGE

\$55,000 - \$79,000

TO APPLY

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

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