

FIRST NATIONS

DEVELOPMENT INSTITUTE

Position Title: Program Associate – Stewarding Native Lands
Reports To: Associate Director of Programs – Stewarding Native Lands
Job Level: Full-time/Exempt
Supervises: None

POSITION SUMMARY

First Nations Development Institute (First Nations) is a 44-year-old Native American controlled nonprofit organization whose mission is to uplift and sustain the lifeways and economies of Native communities through advocacy, financial support, and knowledge sharing.

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' Stewarding Native Lands projects. Additional responsibilities include thoughtful contributions to Indigenous land stewardship and environmental justice conversations; coordination of technical assistance and training; participation in onsite visits, grantee communications, and grant management; and monitoring of consultant work. These responsibilities 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 and program officers and the finance department to ensure accurate accounting for grant-related income and expenditures.

The position will be based in either First Nations' Longmont, CO, office or Albuquerque, NM, office.

ESSENTIAL FUNCTION/RESPONSIBILITIES

- Assist program officers in developing agendas for sessions and workshops at conferences and convenings, along with associated:
 - Selection and management of event sites, site logistics (including space, food, guest rooms), coordination of 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
 - Expense reporting, consultant or speaker payments, and administrative follow-up

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- Assist in the implementation and delivery of training and technical assistance through on-site and off-site workshops, conferences, and webinars
- Review and design reports and presentation materials for both internal and external audiences as directed by supervisor
- Maintain excellent relations and communications with co-workers, partners, grantees, and stakeholders
- Review, edit and provide thoughtful feedback on First Nations publications and communication materials
- Assist in the design and development of the Stewarding Native Lands program and evaluation plans and tools
- Participate in pre-conference and conference development under the Stewarding Native Lands program as well as First Nations' bi-annual LEAD Conference
- Frequent travel may be required – two to three times per month (dependent on national COVID-19 protocols)

MINIMUM REQUIREMENTS

- Available to travel for staff meetings and potential site visits
- Available to work in an office setting at minimum two days per week
- Proof of documentation of COVID-19 vaccination
- Bachelor's degree
- Minimum of one year of relevant experience (e.g., experience in a nonprofit organization, experience as a grant maker/grant seeker) in supporting the implementation of projects and/or coordinating events
- Strong written and verbal communication skills
- Ability to be a 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 minimum supervision
- Excellent interpersonal and organizational skills
- Strong administrative ability and attention to detail
- Strong customer service focus
- 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

FIRST NATIONS

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PREFERRED REQUIREMENTS (in addition to MINIMUM REQUIREMENTS)

- Master's degree
- Two to four years of relevant experience with environmental projects
- Experience working with Indigenous land stewardship 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
- Knowledge of and/or familiarity with the historical and contemporary legal development and workings/status of Tribal Nations
- Knowledge of and/or familiarity with major topics within conservation, stewardship, and environmental justice
- 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
- 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 (SUBJECT TO CHANGE FOR PART-TIME EMPLOYEES)

- 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
- Paid sick days for illness or to tend to immediate family health needs

SALARY RANGE

\$45,000 to \$61,000

Starting salary dependent on experience and skills

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TO APPLY

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

[First Nations Employment Application Form](#)

We appreciate your interest in this position at First Nations and look forward to reviewing your application.

First Nations Development Institute is an Equal Opportunity Employer.