

FIRST NATIONS

DEVELOPMENT INSTITUTE

Position Title: Program Officer – Stewarding Native Lands
Reports To: Associate Program Director – 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 Officer will be assigned to the Stewarding Native Lands program. The Stewarding Native Lands program believes that the world will be more sustainable and prosperous when Native knowledge is centered in the stewardship of lands. The Stewarding Native Lands program supports Tribes and Native nonprofits across four strategic initiatives: Community Pathways, Ecological Stewardship, Environmental Sovereignty & Justice, and Climate.

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 Stewarding Native Lands program initiatives. In this capacity, duties include thoughtful contributions to project design; coordination of technical assistance, trainings, publications, and grantee onsite visits; project and consultant management; and other duties as needed.

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 other departments and programs, especially to ensure accurate accounting for grant-related income and expenditures. The Program Officer is also expected to follow local, regional, and national conversations affecting Stewarding Native Lands program areas, such as environmental justice, climate, energy sovereignty, and cultural and natural resources issues.

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

ESSENTIAL FUNCTION/RESPONSIBILITIES

- Assist in the design, implementation, and monitoring of projects under the Stewarding Native Lands program
- Assist Senior Program Officers and Directors in developing agendas for sessions and workshops at conferences and convenings, along with associated:
 - PowerPoint presentations, webinars, and training curriculum

FIRST NATIONS

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

MINIMUM REQUIREMENTS

- 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 four 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 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
- Passion for the organization's mission and advancing Tribal Sovereignty and racial and economic justice
- Valid driver's license and car to run errands and make deliveries
- Documentation of completed COVID-19 vaccination

FIRST NATIONS

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PREFERRED REQUIREMENTS (in addition to MINIMUM REQUIREMENTS)

- Master's degree
- Four to six years of relevant experience in the field of environmental justice, climate, conservation, renewable energy, or natural resources management.
- 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

MEASURES OF SUCCESS

- Program timelines are met and assigned duties are performed
- First Nations' resources are used 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

\$58,000 to \$71,000 annually

Starting salary dependent on experience and skills

TO APPLY

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

[First Nations Employment Application Form](#)

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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.