

# FIRST NATIONS

DEVELOPMENT INSTITUTE

## PROGRAM OFFICER – JOB DESCRIPTION

Position Title:	Program Officer
Reports To:	Director – California Tribal Fund
Job Level:	Full-time/Exempt
Location:	Los Angeles, CA or Sacramento, CA Office
Supervises:	N/A
Date Reviewed:	July 2024

### FIRST NATIONS DEVELOPMENT INSTITUTE: MISSION

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 mission of the California Tribal Fund (CTF) is to invest in the viability and visibility of California Tribal Nations and communities. The California Tribal Fund program supports California Tribes, both federally and non-federally recognized, and California tribal controlled nonprofits across four strategic initiatives: Stewardship of Ancestral Lands and Waters, Fire and Drought, Tribal Community Food, and Culture.

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### POSITION SUMMARY

The **Program Officer** plays an integral role in assisting and supporting the Director of Programs and work collaboratively with other Program officers and Program Associates in the administration and implementation of the California Tribal Fund’s program initiatives. The **Program Officer’s** primary responsibilities include:

- Thoughtful contributions to project design; coordination of technical assistance, trainings, publications, and grantee onsite visits; project and consultant management;
- Organizing and maintaining program files, assisting with grantee technical assistance needs and reporting, coordinating convenings, working in close collaboration with other departments and programs;
- Following local, regional, and national conversations affecting the California Tribal Fund’s program area;
- Performing duties in a timely manner, with documents, presentations, and materials developed in high quality in keeping First Nations’ brand.

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### ESSENTIAL JOB DUTIES

Essential job duties are performed in adherence to First Nations' standards, policies, and procedures, and to local, State, and Federal laws and regulations. Reasonable accommodation may be made, if requested, to enable individuals to perform the essential functions of the job.

This job description is not designed to cover or contain a comprehensive listing of job duties. First Nations is a collaborative organization that relies on teamwork. Other job duties may be assigned as needed.

### MANDATORY COVID-19 VACCINATION

First Nations requires all staff to be fully vaccinated against COVID-19. First Nations follows the Centers for Disease Control's (CDC) [COVID-19 vaccination recommendations](#). The selected candidate must provide proof of full vaccination against COVID-19 prior to hiring by submitting vaccine documentation to Simone Klein at [sklein@firstnations.org](mailto:sklein@firstnations.org).

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### PROGRAM OFFICER'S ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

**Program Support and Assistance.** With direction from the Director of CTF, the **Program Officer** assists and supports First Nations' California Tribal Fund program through duties including:

- Assist in the design, implementation, and monitoring of projects under the California Tribal Fund program
  - Work collaboratively with other Program Officers, Program Associates and the Director 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 annual LEAD and Food Summit Conferences
  - 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
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### JOB TRAINING & PROFESSIONAL DEVELOPMENT

Under the guidance of the Director of the California Tribal Fund, the **Program Officer** is committed to maximizing training and professional development opportunities afforded by First Nations by:

- Identifying and advocating for training needed to effectively and efficiently carry out the job duties of this position;
- Developing an annual individual training and professional development plan and related timeline; and
- Setting specific and measurable performance goals annually.

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### WORKPLACE CULTURE

The **Program Officer** is committed to:

- Modeling First Nations' [Mission, Vision, and Guiding Principles](#);
- Serving First Nations' community partners with an eye to customer service;
- Contributing positively to a diverse, equitable, and inclusive work environment where team members experience a sense of belonging; and
- Finding ways to integrate First Nations' [Mission, Vision, and Guiding Principles](#) into meetings and conversations with team members and colleagues.

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### EDUCATION AND EXPERIENCE

#### *Minimum Requirements*

- Bachelor's Degree
- Minimum of two years of relevant experience (e.g., experience in a nonprofit organization, experience as a grant maker/seeker)
- Frequent travel required – two or three times per month

#### *Preferred Requirements*

- Master's Degree
- Four to six years of relevant experience working with California tribal populations.
- Knowledge of California Tribal customs and traditions, sovereignty and self-governance issue
- Knowledge of non-profit organizational structure, legal issues, boards of directors, and practices
- Demonstrated experience working with diverse cultures and specific experience with California tribal communities and cultures
- Demonstrated project management experience
- Demonstrated experience working with diverse cultures/audiences, and specific experience with American Indian, Alaska Native and/or Native Hawaiian communities and cultures

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### KNOWLEDGE AND SKILL REQUIREMENTS

- 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
- Knowledge of and/or familiarity with the historical and contemporary legal development and workings/status of California Tribal Nations
- Knowledge of and/or familiarity with environmental justice and equity concepts
- Strong written and verbal communication skills
- Strong customer service focus
- Excellent interpersonal, communication, and organizational skills
- Competent self-starter who takes initiative and works independently
- Strong administrative ability with keen 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

### MEASURES OF SUCCESS

1. Program timelines are met and assigned duties are performed
2. First Nations' resources are used effectively and efficiently
3. Is team oriented and open to collaboration with colleagues
4. Delivers high-quality materials and resources
5. Provides professional customer service within First Nations and with external partners, including funders and grantees
6. Adheres to First Nations' Core Values & Guiding Principles
7. Takes ownership of professional development and career goals
8. Manages upward to assist with on-time deliverables, projects, and convenings

### PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Regular computer use throughout the day, ability to sit for lengthy periods of time
- Move for periods of time up to one hour during an 8-hour day
- Capable of communicating and interacting with leadership, staff, and associates

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- Noise in the work environment is usually moderate
- Lift, push, pull, or carry various objects of 1-10 pounds on occasion
- Availability to travel frequently
- Available to work in an office setting at minimum two days per week
- Hybrid work schedule possible after first 90 days of employment (two days in office, two days at home)

First Nations makes every effort to provide reasonable accommodation to staff to perform their essential job functions.

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### EMPLOYEE BENEFITS

First Nations provides competitive employee benefits which include:

- Health insurance with First Nations' contribution that includes vision and dental
- Employee life insurance with optional supplemental insurance for self/immediate family
- 403b Retirement Plan with up to 3% employee salary match by First Nations
- Flexible Spending Account
- 9 paid holidays per year
- Paid time off from December 25 to January 1 each year during office closure
- 32-hour work week (Monday-Thursday); paid vacation time starting at 64 hours per year
- Paid sick leave, 64 hours annually, for illness or to tend to immediate family health needs

Employee perks include:

- Flexible, hybrid work schedules
- Professional development opportunities
- Learning environment
- Opportunities for advancement
- Fun and friendly environment

**The salary range for this position is \$58,000 to \$71,000 annually.**

Starting salary is dependent on experience and skills.

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### TO APPLY FOR THIS POSITION

- Complete the job application form at: [First Nations Employment Application Form](#).  
You will be asked to upload your cover letter, resume, and three references in the job application.

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

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First Nations Development Institute is an Equal Opportunity Employer.

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📞 303.774.7836  
✉️ [info@firstnations.org](mailto:info@firstnations.org)

