

FIRST NATIONS

DEVELOPMENT INSTITUTE

PROGRAM ASSOCIATE – STEWARDING NATIVE LANDS – JOB DESCRIPTION

Position Title: Program Associate – Stewarding Native Lands
Reports To: Associate Director of Programs – Stewarding Native Lands
Job Level: Full-time/Exempt
Location: Longmont, CO, Office or Albuquerque, NM, Office
Supervises: N/A

FIRST NATIONS DEVELOPMENT INSTITUTE: MISSION & STEWARDING NATIVE LANDS

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 First Nations Stewarding Native Lands Program is to invest in and center Native peoples in the stewardship of their lands for a generous future. We support Tribes and Native nonprofits across four strategic areas: Environmental Sovereignty & Justice, Climate, Stewardship, and Community Pathways.

POSITION SUMMARY

The **Stewarding Native Lands Program Associate** is an entry-level position at First Nations and plays an integral role in supporting Stewarding Native Lands program staff in the administration and implementation of projects. This includes coordination of technical assistance and training; participation in site visits, grantee communications, and grant management; monitoring consultant work; and participating in internal grant reviews. Responsibilities may include developing consultant agreements, monitoring deliverables, performing data entry in the Airtable project management platform, and organizing files under the guidance of senior program staff.

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.

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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.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Program Support and Assistance. With direction from the Associate Director of the Stewarding Native Lands Program, the Stewarding Native Lands Program Associate assists and supports program staff through duties including:

- Assist program officers in meetings and convenings logistics, including:
 - Selection and management of event sites, onsite logistics (including venue, meals, accommodations, etc.), coordination of guest travel, registration management, material printing and organization, set up and tear down, evaluation collection, and note-taking.
 - Formatting and editing PowerPoint presentations, webinars, and training curriculum.
 - Managing meeting invitations, announcements, agendas, session descriptions, assessments, and evaluations.
 - Track expense reporting, consultant, speaker and grantee payments, as needed.
- Assist in scheduling and coordinating consultants to deliver trainings and technical assistance.
- Help ensure program processes are timely and efficient.
- Support the coordination of 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, abiding by First Nations' Core Values & Guiding Principles and Stewarding Native Lands Communications Policies.
- Review and provide thoughtful feedback on publications, proposals, and other materials.
- Provide logistical support for First Nations events and convenings, as needed.
- Attend First Nations' mandatory in-person staff events, which occur two to four times a year.

WORKPLACE CULTURE

The **Stewarding Native Lands Program Associate** 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

- Associates' Degree
- 1+ years of relevant experience (e.g., experience in a nonprofit organization or working for a Tribe)
- Strong computer skills, including MS Outlook and Office applications (Excel, PowerPoint, and Word)

Preferred Requirements

- Bachelor's Degree
- 2+ years of relevant experience with environmental projects
- Experience with, and knowledge of, project management and support
- Knowledge of and familiarity with Tribal Sovereignty and the historical and contemporary legal development and workings/status of Tribal Nations (highly desirable)
- Demonstrated experience working with diverse cultures/audiences, and specific experience with American Indian, Alaska Native and/or Native Hawaiian communities and cultures

KNOWLEDGE AND SKILL REQUIREMENTS

- Comfortable learning new software and databases
- Excellent customer service and interpersonal skills
- Strong written, verbal, and listening communication skills
- Positive attitude and effective in working with people at all levels of experience/proficiency
- Demonstrated ability to work in a team environment
- Competent self-starter who takes initiative and works independently
- Strong administrative ability with keen attention to detail
- Ability to organize, prioritize, and manage multiple projects, and work under pressure to meet deadlines on multiple job assignments
- Strong analytical and problem-solving skills
- A passion for the organization's mission and advancing tribal sovereignty and racial and economic justice
- Knowledge and experience with virtual presentation platforms such as GoToMeeting and Zoom

MEASURES OF SUCCESS

1. Meets program timelines and performs assigned duties
2. Allocates and utilizes First Nations' resources effectively and efficiently
3. Maintains up-to-date and accurate project files
4. Is team oriented and open to collaboration with colleagues
5. Delivers high-quality materials and resources
6. Complies with all First Nations' standards, policies, and procedures
7. Provides professional customer service within First Nations and with external partners, including funders and grantees

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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 eight-hour day
- Capable of communicating and interacting with leadership, staff, and associates
- Noise in the work environment is usually moderate
- Lift, push, pull, or carry various objects of one to 30 pounds on occasion
- Availability to travel frequently (two to four times per month)
- Hybrid work schedule possible after the successful progress during the first 90 days of employment, and with supervisor approval (two days in the office, two days remote)

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

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

The salary range for this position is \$45,000 to \$61,000 annually.

Starting salary is dependent on skills and experience.

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.

First Nations Development Institute is an Equal Opportunity Employer.