

# FIRST NATIONS

DEVELOPMENT INSTITUTE

## NATIVE AGRICULTURE AND FOOD SYSTEMS INVESTMENTS PROGRAM ASSOCIATE – JOB DESCRIPTION

<b>Position Title:</b>	<b>Program Associate</b>
<b>Reports To:</b>	<b>Native Agriculture and Food Systems Investments Director</b>
<b>Job Level:</b>	<b>Exempt</b>
<b>Location:</b>	<b>Longmont, CO or Albuquerque, NM</b>
<b>Supervises:</b>	<b>N/A</b>
<b>Date Reviewed:</b>	<b>April 02, 2026</b>

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### POSITION SUMMARY

First Nations Development Institute (First Nations) is a 45-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 First Nations' Native Agriculture and Food Systems Investments program recognizes that accessing healthy food is a challenge for many Native American children and families. Without access to healthy food, a nutritious diet and good health are out of reach. To increase access to healthy food, we support tribes and Native communities as they build sustainable food systems that improve health, strengthen food security, and increase their control over Native agriculture and food systems. First Nations provides this assistance in the form of financial and technical support, including training materials, and projects that address agriculture and food sectors in Native communities

The Program Associate is an entry-level position at First Nations and plays an integral role in supporting the Native Agriculture and Food Systems Investments program staff in the administration and implementation of projects. These responsibilities may include coordination of internal and external virtual meetings, participation in site visits or convenings, grantee and consultant communications, participation in internal grant reviews, developing consultant agreements, coordinating travel arrangements, updating meeting notes, performing data entry in Airtable, and organizing files under the guidance of senior program staff.

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### COVID-19 VACCINATION POLICY

First Nations is committed to maintaining a safe and healthy workplace and follows the Centers for Disease Control and Prevention (CDC) [COVID-19 vaccination guidance](#). We reserve the right to request proof of COVID-19 vaccination, and similar vaccines, from candidates and employees as part of the hiring process, in accordance with applicable laws and company policy.

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### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Essential job duties are performed in adherence to First Nations' standards, policies, and procedures, and to local, State, and Federal laws and regulations.

**Program Support and Assistance:** With directions from the Native Agriculture and Food Systems Investments program staff, the Program Associate provides coordination and administrative support to ensure effective program operations, including:

- Coordinate logistics for meetings, convenings, events, including scheduling, travel, venue coordination, materials preparation, and onsite support.
- Provide administrative and coordination support for program activities, including managing communications, invitations, agendas, and follow-up materials.
- Prepare and format presentations, webinars, training materials, and basic reports.
- Support consultant, speaker, and partner coordination, including scheduling and tracking deliverables.
- Track expenses, invoices, and payments with supervisor approval.
- Maintain organized systems, files, and documentation to support timely and efficient operations.
- Build and maintain positive working relationships with colleagues, partners, grantees, and stakeholders in alignment with organizational values.
- Participate in required in-person staff events and travel, as needed, for meetings, convenings, and program-related activities.
- Model and advance First Nations' [Mission, Vision, and Guiding Principles](#) by delivering community-centered service, fostering a diverse, equitable, and inclusive workplace where staff members feel a sense of belonging, and intentionally integrating these values into daily interactions with staff and meetings with community partners.

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Job duties listed are not intended to be all-inclusive; Employee may be required to perform other job-related duties as assigned.

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### MINIMUM REQUIREMENTS

- Associate's degree or an additional two plus years of relevant experience
- At least one year of relevant experience working in a nonprofit organization or Tribe, or Tribal organization
- Proficiency in Microsoft Office applications, including Outlook, Excel, PowerPoint, and Word
- Strong interpersonal and communication skills, including written, verbal, and active listening, with the ability to work effectively across diverse audiences
- Demonstrated ability to work both independently and collaboratively with a remote team, showing initiative, reliability, and sound judgment
- Strong organizational and administrative skills, with attention to detail and the ability to manage multiple tasks and deadlines
- Effective problem-solving and analytical skills
- Proficiency in Microsoft Office and ability to quickly learn new software and database systems
- Experience with virtual meeting and presentation platforms such as Zoom, Teams, or similar tools
- Commitment to the organization's mission, including advancing Tribal Sovereignty, racial and economic justice

### PREFERRED REQUIREMENTS

- Bachelor's Degree
- Two or more years of experience in food sovereignty, agriculture, or food systems work
- Experience supporting projects, programs, or events, including coordination and logistics
- 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

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### MEASURES OF SUCCESS

1. Demonstrates cultural humility and respect in all interactions with Native communities and partners
2. Meets program timelines and delivers work in a timely and reliable manner
3. Demonstrates attention to detail, accuracy, and follow-through in all aspects of work
4. Produces high-quality, accurate, and well-organized materials and deliverables
5. Demonstrate strong teamwork, initiative, responsiveness, and clear communication with colleagues and partners
6. Allocates and utilizes First Nations' resources effectively and maintains accurate, organized, and up-to-date project files, records, and databases
7. Adheres to First Nations' standards, policies, and procedures

### 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 successful progress during the first 90 days of employment, and with supervisor approval (two days in the office, two days remote)

### 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

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The salary range for this position is \$46,300 - \$67,200 annually. Starting salary is dependent on skills and experience.

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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.
- Requests for reasonable accommodation may be directed to First Nations' Human Resources department.

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

**First Nations Development Institute is an Equal Opportunity Employer**