



Nakani Native Program

JOB TITLE: Tribal Community Program Coordinator

Salary: From \$52,500 - \$58,000 depending on experience

Job Type: Full-time contract

Number of hires for this role: 1

DEPARTMENT/PROGRAM: Operations/Administration **REPORTS TO:** Traditional Medicine Program Director

STATUS: Full-Time (40 hours per week)

LOCATION: Hybrid; remote and Seattle WA, 98105

The Nakani Native Program (NNP) is a non-profit organization serving American Indian/Alaska Natives in King County

JOB SUMMARY: To serve as a Tribal Community Program Coordinator is to support Nakani Native Program meeting their overall organizational goals and objectives. To serve as a coordinator between the Nakani Native Program's Traditional Medicine Program, the students, Traditional Medicine partnerships and program participants. All program participants are considered Nakani student

The ideal candidate is exceptionally organized, has strong writing skills, capable of managing and prioritizing multiple tasks, a collaborator, and maintains a high level of attention to detail. This program is funded through the end of 2023 and has potential for additional years of funding based on implementation success.

Core Functions: Program Management:

- Collect and enter all associated data and paperwork per grant requirements
- Responsible for ensuring that all program data collection, completion and entering of required data including but not limited to direct services, referrals, goals and correspondence are completed and all standards including required formats and timeframes are adhered to
- Monitor program processes to ensure efficient program delivery
- Prepare program reports for the program for funders
- Participates and collaborates with Executive Director, staff and funder in general program activities such as program evaluation, performance measurement reporting, continuous learning and/or improvement
- Coordinate between partnerships with non-profit, educational, and healthcare agencies, as needed
- Participate in traditional medicine partnerships, coalitions and professional development opportunities

Additional Work: Program Coordination, Support & Communication:

- Assists in conducting and coordinating traditional activities, gathering community input, intergenerational reports that are culturally grounded in authentic, Native teachings with guidance from staff and community
- Ensure compliance with practices, values, and standards (cultural relevance and cultural sensitivity) including treating all staff, board, volunteers, students, and community members with respect
- Conduct grant research to support fundraising for Nakani programs
- Assist in managing annual fundraising goals, budgets, and plans for meeting organization goals
- Provide reporting and analysis to review progress for grants and other revenue streams
- Assist in developing marketing objectives, plans, and tactics to achieve growth in revenue and participation for Nakani programs
- Assist in coordinating tasks with students, interns and volunteers, and track student volunteers
- Source supplies, materials, and equipment for events and prepare the location class materials as needed
- Assist in creating marketing materials including posters, fliers, fact sheets, online fundraising platforms, social media outreach, etc. for Nakani programs, including the Traditional Medicine Program as needed

- Provide support to the Traditional Medicine Program organizational activities and projects as directed/needed
- Complete other duties as assigned

QUALIFICATIONS:

The minimum education requirements and qualifications for this position are:

- Associates Arts Degree
- Knowledge of and experience with the Indigenous community
- Minimum three years' experience with successful program coordination desired
- Strong writing skills
- Non-profit fundraising, communications, sales, marketing, event planning experience
- Course work that supports this position (Native cultural knowledge, facilitation, grant writing) is highly desirable
- Proficiency with Microsoft Office including MS Excel & MS Word; Scheduling Software & Social Media platforms
- Must have own transportation to participate in events and meet program objectives
- Applicant must have a valid driver's license and auto insurance

KNOWLEDGE, SKILLS, ABILITIES AND OTHER WORK CHARACTERISTICS:

- Ability to plan, coordinate, and organize work projects
- Strong communication and writing skills
- Maintains appropriate and professional relationships by communicating in-person, phone, email, text or other written correspondence
- Experience collaborating with a variety of staff and partners
- Detail oriented
- Passion for and commitment to the mission of Nakani Native Program
- Adept at working cross-culturally with Indigenous individuals and communities
- Knowledge of the strengths and challenges facing the American Indian/Alaska Native and Native Hawaiian/Pacific Islander communities
- Have the skill to work independently, maintain a consistent schedule and maintain regular contact/coordination
- Aptitude for solving problems with creativity and resourcefulness
- Ability to develop positive relationships with students, volunteers, providers, staff, and Board of Directors

WORK ENVIRONMENT: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is currently hybrid, primarily remote but required to assist the TMP team on event days at remote locations and occasional duties at the NNP Seattle office. While performing the duties of this job, the employee may be exposed to weather conditions for culturally relevant outdoor activities. The noise level in the work environment is usually moderate.

TIME COMMITMENTS:

- Weekly schedule is typically Monday through Friday, but will require flexibility for evening and weekend availability
- Willingness to adjust hours to accommodate the needs of the job
- Must be available for special events and training

BENEFITS:

- Sick Leave, Vacation, Personal Holiday, Bereavement accrual
- \$400 monthly medical expense reimbursement

Please submit a cover letter and resume to Jcrofoot@nakani.org