



## Nakani Native Program

**Job details: Salary:** From \$58,240 - \$62,400 a year **Job Type:** Full-time **Number of hires for this role:** 1

**Full Job Description: JOB TITLE:** Tribal Community Program Manager

**DEPARTMENT/PROGRAM: Operations/Administration REPORTS TO: Executive Director**

**STATUS: FT LOCATION:** Remote (Seattle, WA) **GRADE:** \$58,240 - \$62,400

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 Manager to support Nakani Native Program meeting their overall organizational goals and objectives. To serve as a liaison between the Nakani Native Program's Traditional Medicine Program and the Seattle Indian Health Board (SIHB), UW School of Medicine Indian Health Pathway and other organizations. This program is funded for 2 years and has potential for additional years of funding based on implementation success.

The ideal candidate is exceptionally organized, capable of managing and prioritizing multiple tasks, collaborative, and maintains a high level of attention to detail.

### **Core Functions: Program Management**

- Manage and entering all associated data and paperwork per grant, and NNP policies and procedures
- 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
- Participate in traditional medicine partnerships, coalitions and professional development opportunities

### **Additional Work: Program Coordination, Support & Communication**

- Assists in conducting and coordinating traditional activities, 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
- Maintains appropriate and professional relationships and communication in-person, phone, email, text or other written correspondence
- Serve as liaison between partnerships with non-profit, educational, and healthcare agencies, as needed
- Assist in coordinating tasks with students, interns and volunteers
- Assist in creation of 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:

- Knowledge of and experience with the Indigenous community are essential for success
- Minimum three years' experience with successful program management required (must provide positive referral as evidence)
- 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 Applications, especially Excel and Word, and social media platforms
- Writing sample required: Professional letter sample
- Must have own transportation to participate in events, purchase supplies, and host groups at different locations
- 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
- Experience collaborating with a variety of staff
- Strong attention to detail
- 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 members

**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 remote and, in the future, may be in a standard office environment, with potential travel to public and private locations. 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 Commitment:**

- Weekly schedule is Monday through Friday, but hours can vary
- Willingness to adjust hours to accommodate the needs of the job
- Possible nights and weekends
- Must be available for special events and training

**Please submit a cover letter and resume to [ellany@nakani.org](mailto:ellany@nakani.org). Application review will begin on April 1, 2022.**

Job Type: Full-time Pay: \$58,240 - \$62,400 per year depending on experience. Schedule: 8-hour shift Day shift Monday to Friday COVID-19 considerations: Yes. Work Location: One location. **Location:** Remote and Seattle, WA 98105. Employee Benefits: Sick Leave, Vacation, Personal Holiday, Bereavement accrual.