



Position: Program Officer

Reports To: Director of Programs or Senior Program Officer
Job Level: Exempt
Supervises: N/A

POSITION SUMMARY

The Program Officer's responsibilities are providing assistance and support to Senior Program Officers in the administration and implementation of First Nations' projects.

This position is often required to work within the specified parameters of grant funded projects.

ESSENTIAL FUNCTION/RESPONSIBILITIES

- Assists Senior Program Officers in:
 - Coordinate training and technical assistance.
 - Assist in grant and grantee management. This includes monitoring First Nations and grantee funded projects to ensure proper grant reporting and compliance.
 - Monitors work of consultants.
 - Works in close collaboration with First Nations' Senior Program Officers and the finance department to ensure accurate accounting for grant related income and expenditures.
 - Monitoring incoming grantee progress reports.
 - Organizing and planning convenings and annual conferences, as necessary.
 - Attend conferences to gain additional knowledge and perspectives.
- Develops and maintains internal processes and procedures
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree.
- Minimum of two years of relevant experience (e.g. experience in a nonprofit organization and/or as a grant maker/grant seeker).
- Frequent travel required – 2 to 3 times per month



- Knowledge of and/or familiarity with the historical and contemporary legal development and workings/status of Tribal Nations.
- Strong written and verbal communication skills required.
- Strong Customer Service orientation
- Competent self-starter who will take initiative and work independently.
- Excellent interpersonal, communication and organizational skills.
- Strong administrative ability and attention to detail required.
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimum supervision.
- Strong computer skills, including but not limited to MS Office, Excel and Power Point.
- Positive attitude, good people skills and the ability to work closely with people at all levels of experience and proficiency required.
- Demonstrated teamwork

PREFERRED QUALIFICATIONS:

- Master's degree
- Three to six years of relevant experience
- Knowledge of non-profit organizational structure, legal issues, board of directors, and practices.
- Demonstrated experience working with diverse cultures and specific experience with American Indian communities and culture desired
- Demonstrated project management experience

TO APPLY

Provide a cover letter, resume and three references by email to hr@firstnations.org or mail to:

**Attn: Human Resources
First Nations Development Institute
2432 Main St., 2nd Floor
Longmont, CO 80501**