

NATIVE GOVERNANCE CENTER POSITION DESCRIPTION

JOB TITLE: Program Coordinator

POSITION SUMMARY: The Program Coordinator supports the administrative needs of their assigned program and its initiatives and projects. Job duties are centered on administrative, program, and convening support. Must be able to travel up to 15% of the time and have access to high-speed internet.

SUPERVISORY RESPONSIBILITIES: None

ESSENTIAL JOB FUNCTIONS:

Reasonable accommodations may be made to enable qualified individuals to perform the essential functions. The following list is not designed to comprise a comprehensive listing of activities, duties or responsibilities that may be required for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Supports program delivery through project coordination, creation and/or compilation of materials and documents, communication between stakeholders, scheduling and other logistics.
- Provides program administration, including database updates and document management.
- Coordinates convening logistics (both virtual and in-person), including set-up, registration, technical requirements, travel planning, materials and supplies, and venue and vendor relationships.
- Attends and participates in program convenings, including technology administration, technical support, and responding to participants. May include limited facilitation, such as welcome and introductions.
- Participates in setting and meeting individual, team, and organizational goals.
- Other duties as assigned or required to meet program and organizational needs.

QUALIFICATIONS:

Skills and Abilities:

- Excitement for the mission of NGC and desire to work according to its stated values of honoring sovereignty, practicing humility, being a good relative, centering indigeneity, and embracing fun.
- Ability, initiative, and motivation to work productively in a home office and communicate clearly and often with remote team members through email, phone, and video calls. Access to high-speed internet is required.
- Ability to organize workflow by priorities and quickly adjust workflow for change, delays, or unexpected events.
- A proactive approach to problem-solving with strong critical thinking skills.
- Excellent time management, prioritization, and organizational skills.
- Capacity to coordinate events involving multiple logistical components.
- Strong verbal and written communications skills.

Education, training, and experience:

- Bachelor's degree or equivalent combination of education, training, and experience.
- Demonstrable experience in a support position or ability to show transferable skills.
- Advanced Microsoft Office or G Suite skills, with an ability to become familiar with organization-specific programs and software.

Preferred:

- Experience working in or with Indigenous communities
- Experience with Salesforce and Monday.com

- Event planning experience

Typical physical requirements:

Essential tasks for this position are typically performed on a computer, with some travel and transporting of supplies.

- Repetitive motion of hands, fingers, wrists for 4 to 8 hours per day.
- Computer screen use for up to 7 hours per day.
- Communicating with others to exchange information.
- Travel up to 15% of the time.
- Lift up to 25 lbs when transporting supplies to/from events or shipping materials.

CLASSIFICATION: Non-exempt

ACKNOWLEDGEMENT:

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Native Governance Center.

Employee Signature _____ Date _____

Printed Name _____