

NATIVE GOVERNANCE CENTER POSITION DESCRIPTION

JOB TITLE: Program Specialist

POSITION SUMMARY: The Program Specialist plays a vital role in supporting our leadership development and tribal governance support programs. The Program Specialist is responsible for the day-to-day execution, administration, and continuous improvement of program delivery. This role combines advanced project coordination, and stakeholder engagement to ensure all initiatives align with organizational goals. The Specialist serves as a primary operational point of contact for our core programs and initiatives, and manages complex event logistics (both virtual and in-person). Must be able to travel up to 30% 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.

- Main support is of the Native Nation Rebuilder program and also provides support to other programming initiatives as needed.
- Leads program delivery by drafting and compiling essential materials, tracking timelines, and maintaining clear communication channels between all program initiative stakeholders.
- In partnership with the Program Manager, leads content delivery and provides support during program events, including providing technical support, public speaking, and group facilitation.
- Participates in setting and meeting individual, team, and organizational goals.
- Assist in the development of high-impact, accessible resources that promote Tribal sovereignty, being a good relative to Indian Country, and nation rebuilding.
- Leads the coordination for both virtual and in-person events. This includes managing venue and vendor relationships, handling registration, arranging travel, managing tech setups, and procuring supplies.
- Provides program administration, including database updates and document management.
- 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.
- Strong background in public speaking and group facilitation across multiple sectors.
- 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.

- Ability to coordinate events, both in-person and virtual, involving multiple logistical components.
- Excellent written and verbal communication skills with an ability to interact with diverse groups of people.
- Assist in implementation of program evaluation tools to ensure continuous quality improvement of programming.

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 Google Suite skills, with an ability to become familiar with organization-specific programs and software.
- Experience working in or in relationship with Indigenous communities

Preferred:

- Experience working in or in relationship with Indigenous communities from the 27 Native nations that share geography with Mni Sota Makoce (Minnesota), North Dakota, South Dakota, and Nebraska.
- Experience working with elected leaders, governments, and documents
- Resides within our service region - Minnesota, North Dakota, South Dakota, and Nebraska
- Event logistics experience
- Experience working with CRM (custom relation management) platforms.
- Experience working with a project management platform such as Monday
- 5 + years of public speaking and/or facilitation 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 8 hours per day.
- Communicating with others to exchange information.
- Travel up to 30% of the time.
- Lift up to 25 lbs when transporting supplies to/from events or shipping materials.

CLASSIFICATION: 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 _____