Program Associate (Full-Time; 40hrs/week)
Hopi Leadership Program
Kykotsmovi, AZ

The Hopi Leadership Program (HLP), a project of The Hopi Foundation, is a 15-month capacity-building program created to support future successors to run organizations and perform grassroots community work at Hopi using a model based on the combination of Hopi culture and Western education. The HLP was designed to grow strong, effective, and culturally grounded professionals on Hopi by encouraging effective leadership skills among emerging Hopi Leaders. The long-term goal is to nurture a community of professionals who can serve as effective leaders and successfully bridge the Hopi and non-native world in a way that is firmly grounded in the uniquely Hopi worldview.

POSITION SUMMARY
The Program Associate is primarily responsible for assisting the Program Manager with the implementation of programming and alignment with the Hopi Leadership Program’s strategic mission and goals. HLP objectives include data collection, facilitation of adult and youth education and training activities, and direct communication with the alumni committee, parents and guardians of youth participants, external partners, agencies, and other stakeholders. This position is subject to other project tasks as assigned and reports directly to the Program Manager.

PRINCIPAL RESPONSIBILITIES
PROGRAM FUNCTIONS:

• Participate and engage in the development and maintenance of the program’s strategic plan to ensure the program mission is met.
• Assist with the implementation of the adult and youth Leadership Program outreach and marketing during the application and recruitment phase.
• Assist with the implementation of the applicant selection processes for both the adult and youth leadership programs.
• Assist with the implementation of the leadership training sessions including monthly adult programs during the active program seasons and weekly youth leadership sessions when scheduled during the year.
• Assist with planning and implementation of yearly alumni activities and convenings.
• Provide professional guidance to program participants during their participation in the program.
• Maintain active communication with alumni to track their leadership journey and solicit input for program engagement with the alumni community.
• Ensure timely completion of project deliverables are met.

REPORTING:

• Assist Program Manager in preparing content and data for timely reports on programming activities, events, collaborations, volunteer numbers, and other development requirements for The Hopi Foundation, grant-making institutions, and proposals.
• Support the program in regular communication with community partners and team members (internal and external) to inform on project activities and outcomes such as the HF Board of Trustees, HF Program Staff, Resource Development, Project Teams and Committees, and collaboration meetings.
• Assist with tracking both participant and volunteer hours for project reports.
• Meet regularly with the Program Manager to provide updates on programming deliverables and to strategize overall project development.

COMMUNICATION:
• Ensure communication among project partners, consultants, volunteers, and program staff for a successful outcome.
• Develop communications, presentations, and marketing material to provide ongoing outreach to community members, donors, partners, and other interested individuals.
• Promote project initiatives through partner collaborations with organizations and individuals to strengthen bonds and nurture opportunities for the program.
• Assist with updating project information on the program website and social media platforms to engage and educate users or supporters of the program.
• Plan and develop program news and press release content.

RESOURCE DEVELOPMENT:
• Assist in strategic planning and development activities continually and through development planning meetings.
• Assist with researching funding opportunities, as needed.
• Assist in project-based fundraising activities.
• Assist in developing and implementing donor stewardship tasks.
• Promote and engage in positive relations with project donors and other interested individuals.
• Assist in developing a performance baseline to evaluate program goals and outcomes on an annual basis.
• Participate in evaluation tasks to measure program effectiveness and impact.

PROGRAM SUPPORT:
• Provide overall administrative support for project operations and activities.
• Support and assist with logistics for project meetings, activities, and events.
• Assist with volunteer and intern training; provide ongoing support as needed.
• Provide facilitation support for group meetings and activities.
• Participate in partner activities to promote the role and function of the program.

SPECIAL EVENTS/OTHER:
• Participate in Hopi Foundation program-wide activities, as requested.
• Serve on committees as assigned by the HF Executive Director.
• Perform other duties and assist with special projects as needed.

QUALIFICATIONS
The ideal candidate will possess strong written and verbal communication skills and have a mixture of experience in the following areas: community organizing, inter-agency or cross-sector engagement, research, and data collection.

Candidate must be capable of working in teams and independently. He/she must provide open communication with The Hopi Foundation on matters involving the project, its assets, and resources. Ideally, applicants will have knowledge and/or experience with The Hopi Foundation and its culture and community.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to maintain confidentiality regarding all aspects of the program.
- Must have strong program and time management with the ability to carry out multiple tasks and meet deadlines.
- Financial and supervisory skills necessary.
- High level of organization, accountability, reliability, and self-motivation required.
- Experience in at least one, and knowledge of all, of the following:
  - Community organizing, education, and capacity building.
  - Philanthropic and/or nonprofit management.
- Demonstrated commitment to cultural education, economic and social justice issues.
- Excellent relationship-building skills and an ability to interact with a diverse group of people.
- Must have good communication, written and verbal skills.
- Proficiency with Microsoft Office Suite, internet research/applications, social media applications and other types of media tools. Computer skills are necessary to complete tasks and reports.

MINIMUM QUALIFICATIONS REQUIRED

- Three (3) years management and supervision experience; and
- BA/BS degree; or
- Any equivalent combination of education, training and experience which demonstrates the ability to perform the duties of the position.

NECESSARY SPECIAL REQUIREMENTS

- Must possess a valid Driver's License.
- Must have no misdemeanor convictions within the past 5 years and no felony convictions.
- Background investigation and fingerprinting may be required.
- Use of personally-owned vehicle (POV) may be required to carry out job-related tasks.

ADDITIONAL EXPERIENCE DESIRED

- Speak and understand the Hopi language fluently.
- Knowledge of Hopi culture desired.

ABOUT THE HOPI FOUNDATION

The Hopi Foundation was founded in 1985 and incorporated under the State of Arizona as a 501 (c) 3 non-profit organization in 1987. Our basic mission is to Help People Help Themselves. The Hopi word Lomasumi’nangwutukwsiwmani signifies the process of furthering unity of aspiration blossoming into full maturity over time. We believe in attending to the community in which we live and to the skills of our people.

Since its inception, The Hopi Foundation has grown to encompass a variety of community-based programs and initiatives. With its office located on the Hopi reservation, The Hopi Foundation serves a wide range of individuals and organizations.

Approved:  , Executive Director  Date:  4/10/2024