



Program Coordinator (Full-time; 40 hours per week)
Natwani Coalition
Kykotsmovi, AZ

Formed in January 2004, The Natwani Coalition represents an affiliation of Hopi organizations and individuals dedicated to preserving Hopi farming traditions, strengthening the local Hopi food system and developing innovative sustainable strategies to promote wellness. The Natwani Coalition, a project of The Hopi Foundation, aims to help strengthen local food production and traditional farming practices at Hopi.

POSITION SUMMARY

The Program Coordinator is primarily responsible for the coordination of Natwani Coalition programming activities. S/He will develop, maintain and facilitate projects, communication, and community organizing to meet program goals with the support of community members, collaborators, Community Advisory Board (CAB) members and other interested individuals. This position reports directly to The Natwani Coalition Program Manager.

SPECIFIC RESPONSIBILITIES

PROGRAM DELIVERABLES:

- Planning and facilitation of program activities outlined in program strategic plan and areas of funding priority.
- Ensuring communication among project partners, consultants, volunteers and program staff for a successful outcome.
- Ensuring resources and partnerships are developed and timely completion of project deliverables are met.

REPORTING:

- Prepare timely reports on programming activities, events, collaboration, and volunteer numbers, and other development requirements for grant making institutions and proposals.
- Prepare written and timely project outcomes for supervisor to report to The Hopi Foundation and/or funders.
- Track volunteer names and other information for project reports. Meet regularly with Supervisor to provide updates on programming deliverables and to strategize overall project development.
- Prepare and assist in the preparation of grant and project reports.

COMMUNICATIONS:

- Assist and manage the development of communications, presentations and marketing material to provide ongoing outreach to community members, donors, partners, and other interested individuals.
- Support the promotion of project initiatives through partner collaborations with like organizations and individuals to strengthen bonds and nurture opportunities for the Natwani Coalition.

- Assist with updates of project information on website and social media platforms to engage and educate donors and others committed to community-based philanthropy.
- Assist with planning and writing program newsletter and press release content.

PROGRAM SUPPORT:

- Support and adhere to overall management of project operations, programming activities and initiatives.
- Support the creation of new and assist in maintain existing relationships with program partners.
- Support team with logistics for project meetings, activities and events.

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: professional experience working with local Hopi farmers, gardeners, food preparers, and seed savers. Be able to communicate with cultural advisors, educate the community and teach/demonstrate to the youth. S/he will have knowledge of philanthropy, community development, community organizing, and an interest in furthering The Hopi Foundation's mission through the work of the Natwani Coalition while adhering to its mission, vision, and strategic planning with guidance from The Hopi Foundation and the Community Advisory Board members.

Candidate must be capable of working collaboratively and independently as needed while maintaining open communication with his/her supervisor 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 in regards to all aspects of the program.
- Strong program and time management skills.
- 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 (teaching or training), and capacity building;
 - Philanthropic and/or nonprofit management.
- Demonstrated commitment to agriculture, 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.
- Moderate to high level of familiarity with Microsoft Office Suite and Adobe Acrobat with an emphasis in Excel spreadsheets.
- Internet research/applications, and other types of media tools. Computer skills are necessary to complete tasks and reports.

MINIMUM QUALIFICATIONS REQUIRED:

- At least three (3) years of programming and coordination experience; and
- Associates or Bachelor’s degree;
- Any equivalent combination of education, training, skill, 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 to converse with those preferring to speak Hopi
- 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’nangwtukwsiwmani** 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: 5/13/2021