



## **PROGRAM SPECIALIST - NEXT GENERATION Position Description and Directions to Apply**

### **Be part of our growing team!**

Join the Association on American Indian Affairs to support our vision to create a world where diverse Native American cultures and values are lived, protected and respected!

The Association on American Indian Affairs is the oldest American Indian advocacy organization in the United States. It has a rich tradition of serving Indian Nations and their citizens all across Indian Country. The Association develops national policy and capacity building programs to protect Tribal sovereignty, preserve culture, educate youth and build capacity. The Association works at both the grassroots and national levels to seek solutions and policies that empower Tribal self-determination and sovereignty. The Association's vision is to create a world where diverse Native American cultures and values are lived, protected and respected.

### **Job Purpose**

This position is a key employee (exempt) position overseen by the Chief Executive or the Program Director. The Program Specialist for Next Generation Programs shall be responsible to facilitate the organization's programmatic activities within its Next Generation Program, which includes but is not limited to: Indian Child Welfare Act, Youth Justice, Adoption Investigation, Improving child and family outcomes, Native Youth Summer Camps. In addition, the Specialist for the Next Generation will support the Building Allyship Program, which supports public education of the Specialist's initiatives. This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a highly respected 100-year old organization.

### **Duties and Responsibilities**

- Ensures successful implementation of the Next Generation Programs;
- Responsible for day-to-day program activities;
- Develops business plan strategies for Next Generation Programs and works toward carrying out those strategies successfully;
- Develops appropriate processes and reporting for Next Generation Programs;
- Accountable for compliance and reporting for grant funded programs;
- Nurtures meaningful relationships with Tribal Nations, Indigenous Peoples, Tribal and non-Tribal organizations and the public;
- Provides training and technical assistance for Next Generation Programs;

- May work with volunteers and contractors to support Next Generation Programs;
- Works in partnership with the Chief Executive or Program Director to carry out the organization's vision, mission and goals; and
- Works professionally with strong organizational skills and is considerate and respectful of all people.

### **Qualifications**

1. At least a Bachelor's degree in relevant field such as history, sociology, public policy, law or organizational development required.
2. Minimum of three years of demonstrated experience managing programs of similar size and demographics.
3. Experience working with Native Nations and Indian Country issues is required.
4. Credible, confident and articulate with proven written and verbal presentation.
5. Team-player who can build rapport with various groups and organizations.
6. Computer experience working with spreadsheet and word processing software programs, especially Office 365.
7. Responsible for the preparation and timely submission of all program, contract and grant reports, including monthly, quarterly and/or annual reports to the Chief Executive or Program Director.
8. Able to meet tight deadlines and remain calm under pressure.
9. Works with honesty and integrity.

### **Working Conditions**

This is a virtual employment opportunity. Employee will be provided appropriate equipment. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers. The physical demands required for the position are representative of those that must be met in an office environment. This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.

### **Benefits of Position**

The Program Specialist - Next Generation Programs is overseen and evaluated by the Chief Executive or Program Director on at least an annual basis based on elements of the Association's Strategic Plan and other professional and non-profit standards. The Association is prepared to discuss an attractive non-profit compensation package, with certain benefits beginning after a probationary period.

## Application Process

Please provide the following documentation by email only to Shannon O'Loughlin, Chief Executive & Attorney, at [general@Indian-affairs.org](mailto:general@Indian-affairs.org).

1. Cover letter describing how your expertise and goals fit with the organization's vision, mission and goals:

### VISION

The vision of the Association is to create a world where diverse Native American cultures and values are lived, protected and respected.

### MISSION

The mission of the Association is to lead the grassroots fight to protect Native American Cultural Sovereignty.

### GOALS

The Association's goals are to protect sovereignty, preserve culture, educate youth and build capacity.

2. Current resume.
3. Writing sample of at least 750 words, but no more than 1500 words.
4. Professional references for at least 3 individuals.

The position is open until filled. You will be notified as soon as possible that your application was received and whether an interview will be scheduled.