



Native Ways Federation
101 5th St E, Suite 2400
St. Paul, MN 55101
www.nativeways.org

CAREER OPPORTUNITY

Position:	Programs Associate	Compensation:	\$45,000-60,000 per year
Reports to:	Executive Director		depending on experience and
Schedule:	Full-Time Salaried		qualifications
Job Type:	Exempt	Benefits:	Eligible for Benefits, including
Location:	Remote or St. Paul, MN		medical, dental, paid time off,
		Start Date:	As soon as possible
			parental leave, and more

POSITION OVERVIEW

We recognize that we are all related, interdependent, and that our collective voice is powerful and necessary in to ensure a world where our future generations can thrive. We believe that Indigenous knowledge and ways of being must guide us in developing and implementing solutions to address the issues our communities currently face. [Visit our website to learn more about our values.](#)

We are seeking a Programs Associate to support and expand existing activities and develop new programming that will positively impact Native-led nonprofits, and ultimately Native communities, nationwide. You will develop professionally through a wide variety work in nonprofit programming and operations through formal and on the job training. You will work with our Executive Director and fellow employees to carry out programs that uplift Native-led nonprofits and influence philanthropy.

As the Programs Associate you will be responsible, alongside the Director of Operations & Programs, for planning, scheduling, and implementing events and meetings. Current programming includes Native Nonprofit focus groups, Giving Days (Native Nonprofit Day and GiveNative), and training and facilitation series. You will also support development of new, upcoming programming.

ABOUT US

In 2008, a group of seven national Native-led nonprofit organizations founded Native Ways Federation (NWF) to activate and expand informed giving to nonprofits in Indian Country through donor education and advocacy. In March of 2020, Native Ways Federation hired its current Executive Director. Our active founding members are: [American Indian College Fund](#), [American Indian Science and Engineering Society \(AISES\)](#), [Association on American Indian Affairs](#), [First Nations Development Institute](#), [National Indian Child Welfare Association](#), and [Native American Rights Fund](#).

Native Ways Federation is positioned at the forefront of change. Our relationships with Native-led nonprofits, philanthropy and philanthropy-serving organizations, and others allow us to influence and bridge the gap between these stakeholders and disrupt the “business as usual” models that perpetuate these entities.

We recognize that everything and everyone come into this world with gifts to contribute. We honor those gifts by acting responsibly toward one another. For our employees, this means offering generous and comprehensive benefits, including medical and dental insurance for individuals or families, paid time off through personal time, health and wellness time, holidays, and 6 weeks of paid medical or

family leave. We also offer professional and cultural development opportunities to strengthen skills and cultural connections.

Native Ways Federation is an equal opportunity employer and prohibits discrimination or harassment against current or potential employees.

PRIMARY DUTIES AND EXPECTATIONS

- Prepares presentations, reports, documents, and letters to support program work processes and due diligence.
- Participate in nonprofit and philanthropic networks.
- Support in planning, coordination and facilitation of in-person and virtual meetings and events with staff, partners and stakeholders.
- Ensure that all program activities operate consistently and ethically within the mission and values of the organization.
- Engage in program evaluation to assess strengths and identify areas for improvement.
- Producing accurate and timely reporting of programs statuses throughout their life cycle.
- Support the Executive Director and Finance Manager with annual programs planning and budget.

Other Duties:

- Support Executive Director with daily tasks, including filing and projects.
- Identify and undertake professional development and training.
- Handle and maintain confidential information.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- Experience working for a Native-led organization, Tribe, or business.
- Intimate knowledge of Native communities and culture.
- Minimum 3 years combined experience (education, degree, interning and/or working) in the nonprofit or philanthropic sector.
- Ability to learn new digital platforms. We use a variety of systems regularly, including Microsoft Office, Zoom, Adobe Acrobat, Neon CRM, and Canva.

PREFERRED QUALIFICATIONS

- Experience running nonprofit programming.
- Managed multiple projects, priorities, and deadlines independently and in teams.
- Established and maintained relationships with people and stakeholders with a diversity of backgrounds (demographic, experiential, and cognitive).
- Demonstrated ability to communicate complex, systemic issues to a variety of audiences.

PHYSICAL REQUIREMENTS

This position may require extended periods of sitting with computer and screen use, and some repetitive movements.

Occasional travel for meetings and events in alignment with organization health and safety policies.

HOW TO APPLY

Submit the following items at <https://nativeways.app.neoncrm.com/forms/careers>

1. Up-to-date resume

Applications will be accepted and reviewed on a rolling basis until the position is filled. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply.