



2717 N. Steves Blvd, Suite 8  
Flagstaff, AZ 86005  
(928) 440-5119  
[www.redfeather.org](http://www.redfeather.org)

**Position Title:** 4-Corners Program Coordinator

**Location:** 4-Corners Region (AZ, NM)

**Employment Type:** Full-Time (Up to 40 hours per week)

**Reports To:** HHESI Program Manager

**Travel Requirements:** Occasional travel to work sites across the 4-Corners region and Flagstaff, AZ

### **About Red Feather Development Group:**

Red Feather Development Group (RF) partners with the Navajo and Hopi Nations to create and implement sustainable housing solutions. The organization's programs include healthy home educational outreach, case management for healthy homes, and facilitating and managing home repairs for qualifying families. Red Feather works closely with government officials, community members, professionals, and volunteers to design and deliver impactful programs tailored to each community's needs.

### **Position Overview:**

The 4-Corners Program Coordinator supports the New Mexico EnergySmart Program, which provides residential weatherization services and heating/cooling system upgrades to low-income families. This position is ideal for someone interested in gaining experience in weatherization, construction, case management, federal grant compliance monitoring, and data analytics. As part of the role, the Program Coordinator must enroll in Energy Auditor courses at Santa Fe Community College and complete the coursework, with all costs covered by Red Feather.

The Program Coordinator will assist in reviewing and inputting energy audit data and contribute to efficiently operating the New Mexico EnergySmart Weatherization Assistance Program (WAP). This program helps reduce energy costs for eligible households, prioritizing the needs of elderly individuals, people with disabilities, and young children. Based on program funding, the 4-Corners Program Coordinator will work with the Navajo Nation communities throughout New Mexico, Arizona, and Utah. The position includes access to a company vehicle for program-related tasks.

### **Key Responsibilities:**

1. **Client Case Management:** Work closely with the RF Intake Department and oversee all client cases from beginning to end, including communication with program applicants, conducting initial home assessments, scheduling, data entry, and documentation compliance.
2. **Program Coordination:** Coordinate with the homeowners and subcontractors to schedule services and ensure timely execution, maintaining adherence to quality and technical standards for weatherization and heating/cooling systems. Provide client and subcontractor support when installing new appliances or weatherization measures in compliance with New Mexico EnergySmart Technical Standards.
3. **In-home Education:** Conduct in-home education for households, helping them understand how to operate and maintain newly installed appliances and promoting energy-efficient practices through healthy home kits.



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4. **Reporting:** Develop monthly status reports summarizing program activities, identifying challenges, and ensuring services meet or exceed standards outlined in the New Mexico EnergySmart Technical Standards and other grants' requirements.
5. **Quality Monitoring:** Monitor installed measures' quality, ensure each weatherization measure meets technical specifications, and assist with data entry of NEAT/MHEAT measures in the database in preparation for invoicing.
6. **Community Engagement:** Serve as a liaison in the 4-Corners area, coordinating and fostering community engagement. Build relationships with local chapter houses, leaders, and stakeholders to ensure effective communication and professional execution of Red Feather's mission. Respond to stakeholder inquiries via phone or email and attend meetings to support program activities.
7. **Community Outreach:** Conduct presentations or set up educational booths at local community events and chapter houses to promote the program, educate the public on energy efficiency, and encourage participation.
8. **Direct Solution Program:** Using RF resources, assist with the "Direct Solution" program by purchasing minor home repair supplies or items for homeowners at local hardware stores. Guide homeowners in completing minor repairs, utilizing knowledge of basic home repair tasks to assist clients.
9. **Travel Requirements:** Travel quarterly to Flagstaff, AZ, for staff meetings and occasionally to Albuquerque for training sessions with NM Housing/MFA stakeholders.
10. **Additional Responsibilities:** Perform other duties as assigned related to program implementation, quality assurance, and compliance with technical standards.

## Qualifications:

### *Required:*

- Strong commitment to serving Navajo communities.
- Genuine interest in the weatherization field and energy efficiency industry.
- Willingness to enroll in Energy Auditor courses at Santa Fe Community College and successfully complete the program, with tuition costs covered by the New Mexico Housing/MFA Weatherization contract.
- Oral fluency in Navajo is highly desirable but not required.
- Must possess and maintain a valid driver's license with a clean driving record.
- Ability to pass a background check with no felonies or significant infractions.
- Excellent verbal and written communication skills, with the ability to clearly explain case plans and work details to clients, families, and professionals.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint) and a general aptitude for using various databases, computers, and Internet technologies.
- Strong interpersonal skills and the ability to work effectively in a collaborative, diverse team environment.
- Ability to prioritize tasks, manage schedules, and meet deadlines.
- Proven ability to complete projects efficiently and on time, with strong problem-solving and organizational skills.



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- Flexibility and consistency in performing tasks.
- Willingness to attend and actively participate in meetings and training sessions.
- Exceptional attention to detail and a high degree of accuracy.
- Excellent customer service skills and experience.
- Knowledge of essential home repairs to assist homeowners in completing small tasks.

*Desired:*

- College degree with experience in the nonprofit, housing, health, and community development fields.
- Experience working with Indigenous communities.
- Experience organizing and maintaining data to inform management decisions.
- Familiarity with Dropbox, Salesforce, Google Suite, and other relevant software.

**Compensation:**

- Salary: \$42,000 - \$52,000 annually, based on a 40-hour workweek (Exempt). Salary is dependent on experience.
- Benefits: 105 Health Care Plan Stipend (\$7500 annually), all federal holidays paid off (PTO), vacation and sick PTO, continuing education stipend, wellness stipend, employer-provided 401K plan (with a 3% employer contribution and up to 5% match), and home office stipend, company vehicle.

**Location:**

- Remote, with the ability to regularly meet with the supervisor in Flagstaff, AZ.

**To Apply:**

Send a cover letter and resume to [natasha@redfeather.org](mailto:natasha@redfeather.org).