



Job Description



+ Education Program Coordinator

This position supports the *Education and Community Development Program* directly by working on workshop planning and implementation, Tribal Trades Scholarships, partnership outreach, Heating Resource Distribution Network, volunteer event planning, and Healthy Home Kit deliveries. This role will be supervised by the ECD Program Manager.

+ Essential Job Functions

- Oversee the Trade Scholarship and Trade Micro-grant Programs
- Oversee the Healthy Home Kit distribution program.
- Oversee the Educational Resource Library and Online Education Portal.
- Complete reports, track budgets, and communicate in a respectful and timely manner.

+ Secondary Job Functions

- Support the planning and implementation of PRO and DIY workshops.
- Support the planning and implementation of volunteer events.
- Support on-going fund development, partnership development and public outreach efforts.
- Engage with clients and event participants to provide assistance.
- Support the Heating Resource Distribution Network - coordinating with non-profit and for-profit groups on large scale deliveries to native communities.

+ Education and Experience

- Bachelor's degree, associate's degree or 2+ years of continuing educational experience.
- 2+ years event planning or event management experience.
- 3+ years of spreadsheet management, record keeping, invoice tracking and budgeting.
- Capable and able to lift heavy boxes and supplies over 50lbs
- Preferred: social and out-going, able to interact with clients, workshop participants, volunteers and project partners.
- Must have: strong communication skills and ability to work both with a team under direct supervision, and independently.
- Technically proficient in the following systems: Meta Business Suite Salesforce, Google Business Suite, Dropbox, Canva, Weebly, YouTube Studios, OneDrive and Microsoft Office.

+ Compensation and Benefits

- Exempt salary \$43,680 - \$47,840 depending on experience.
- 10 days accrued PTO a year, 6 days Sick Time a year.
- 401K matching contributions up to 5%.
- 105 HRA Health Care Reimbursement
- Mileage Reimbursement.
- Yearly Education Stipend and Health and Wellness Stipend.
- Professional growth and learning opportunities.

+ Working Expectations

Topic	Details
Hours of work	40 hours a week. Non-exempt. Office hours are Monday - Friday 9:00am - 5:00pm.
Supervision Details	This role reports directly to the ECD Manager and is part of the Education and Community Development program team.
Work Environment and Work Culture	Red Feather is a social, dynamic work environment with professional development opportunities, field experience, and impactful mission driven work supporting our communities.
Travel / Transportation Requirements	Program Coordinators are expected to have a valid driver's license and adequate transportation. Employees may be asked to use their personal vehicle. Mileage Reimbursement is eligible for full-time staff.
Remote and In Office	Remote work is granted on a case-by-case basis.
Special Conditions or Requirements	This position may require extended days beyond 8 hours, and over 40 hours a week. Program Coordinators will be notified a week prior of these work conditions. This may include weekends and / or holidays. In the event of overtime, this position offers Flex Time. Employees will be required to complete a State of Arizona Fingerprint Clearance Card.

+ Workplace Policies and Agreements

- Red Feather is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law
- All employees will go through a 3 month "Grace Period" before becoming eligible to health and well reimbursement benefits, and educational stipends.
- New hires will undergo a 2-week training program, and will be provided with an office space, company laptop, and other office supplies.

+ Evaluation and Review

- Applications must include, a **Resume, Cover Letter, and List of References**
- Applications will be considered until the position is filled, strong applications will satisfy the above "Education and Experience" and provide credible documentation in the references and resume.
- Qualified applicants will be invited to a two-stage interview process in-person or virtually.
- Please email all applications in **PDF format** to **alex@redfeather.org**