



2717 N. Steves Blvd Suite 8
Flagstaff, AZ 86004
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www.redfeather.org

Red Feather Development Group: Program Administrative Coordinator

Red Feather Development Group (Red Feather) partners with the Navajo and Hopi Nations to provide sustainable solutions to the housing needs within their communities. Red Feather programs include healthy home educational outreach, healthy home case management, and the facilitation and management of home repairs for qualified families. Red Feather works closely with government officials, community members, professionals, and volunteers within each community to develop and implement these programs.

Red Feather is looking to hire a full-time Program Administrative Coordinator based in Flagstaff, AZ. This is an office-based position that will be responsible for supporting RF program staff in the delivery of the organization's mission.

Duties and Responsibilities

- Answer telephones, screen, and direct calls to appropriate parties.
- Provide strong customer service to our clients, guests, donors, vendors, staff, etc.
- Assist in procuring program and organizational supplies, and maintaining accurate inventories in the Red Feather database system.
- Assist in developing and implementing program marketing and outreach strategies.
- Monitor incoming mail, deliver to appropriate staff members, and help with any outgoing mail and/or package shipping needs.
- Assist in the coordination and delivery of program services which can include assisting clients, data tracking, volunteer coordination, and logistical support required for the successful delivery of planned events.
- Assist in program evaluations which can include data entry, conducting interviews, and reviewing and interpreting qualitative and quantitative program data.
- Helping to keep the office tidy, and run general errands as needed.
- Perform other duties as assigned.

Qualifications:

Required:

- Strong desire to serve Hopi and Navajo communities.
- Strong verbal and written communication skills.
- Strong knowledge of Microsoft Office (Excel, Word & PowerPoint).
- Ability to work well with a diverse team.
- Ability to determine priorities, organize schedules and meet deadlines.
- Strong attention to detail and a high degree of accuracy.
- Excellent customer service skills and experience.

Desired:

- College degree with experience in the nonprofit, housing, health, and/or community development fields.
- Experience working with Native American communities.
- Experience organizing and maintaining data for management decisions.
- Experience with Dropbox, Google Suite, and other types of computer software and hardware.

Salary: \$34,000-39,000 per year depending on experience

Benefits: Health Care stipend, PTO, Flex-Time, Continuing Education Stipend, (401k, Life Insurance to be rolled out in FY' 22).

Location: Flagstaff, Arizona

Terms: Salaried at 40/hrs. per week (Overtime Exempt)

To Apply: Send a cover letter and resume to email: joe@redfeather.org

Red Feather Development Group is an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, color, creed, tribal affiliation, religion, national origin, sex, sexual orientation, gender identity, age, marital status, disability, or status as a veteran, disabled veteran or Vietnam era veteran in accordance with applicable federal and state statutes and regulations.