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### **Red Feather Development Group: Program Fellow Job Description**

Red Feather's mission is to partner with American Indian nations to develop and implement sustainable solutions to the housing needs within their communities. Red Feather believes that safe, healthy homes are the foundation for healthy families and communities. Currently, our work is focused on the Hopi Reservation and Navajo Nation in Arizona.

Red Feather is looking for an individual interested in internship experience with a small nonprofit based in Flagstaff, AZ. Candidate should have an interest in learning about a broad array of nonprofit and community development job tasks. The position will vary from week to week, pending the needs of the organization and current deliverables. A minimum commitment of 8 hours per week is required.

#### A List of Potential Duties and Responsibilities

- Update website including posting new articles and photos, editing information and layout, responding to volunteer requests, etc.
- Develop and implement social media (Facebook; Twitter; Newsletters; Go Fund Me; etc.) campaigns to promote and increase awareness of programs and services to both tribal and non-tribal audiences.
- Assist in the implementation of APS Home Weatherization program including, assisting clients with the application process, explaining program rules and policies, providing energy education, and other related information to residents.
- Organize and coordinate projects, such as workshops, trainings, and volunteer events as scheduled.
- Assist in various aspects of RF's home repair case management program including but not limited to client intake, grant and loan application assistance, crowd funding campaigns, data management, home repair prioritization and implementation, etc.
- Conduct home health assessments that educate homeowners on the link between housing and health conditions and provide homeowners with low-cost strategies that can be used to improve their living environment
- Assist in program evaluations which can include data entry, conducting interviews, reviewing and interpreting qualitative and quantitative program satisfaction surveys.
- Conduct research on housing and health policy topics.
- Perform other duties as assigned.

## Qualifications:

### Required:

- Minimum commitment of 8 hours per/week.
- Strong verbal and written communication skills.
- Valid driver's license..
- Strong knowledge of Microsoft Office (Excel, Word & PowerPoint).
- Ability to handle and effectively work with all kinds of people.
- Ability to determine priorities, organize schedules and meet deadlines.
- Willingness to travel and work on Hopi Reservation and Navajo Nation.
- Strong attention to detail and high degree of accuracy.

### Desired:

- College degree with 3+ years of experience in the housing, health , and/or community development fields.
- Experience working in indigenous communities or with Native people.
- Web design and maintenance.
- Experience organizing and maintaining data for management decisions.
- Experience with Dropbox, Salesforce, Weebly, Google Suite.

## Salary:

- Unpaid internship. Per-diem covered for all work related expenses. Students may be eligible for independent study credits that can be used toward electives in their degree.

## To Apply:

- Send cover letter and resume to email: [joe@redfeather.org](mailto: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.*