



Red Feather Development Group

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

HHESI Program Coordinator · Full-Time

LOCATION

Flagstaff, AZ · Four Corners region travel

STATUS

Full-Time · Salaried · Exempt

REPORTS TO

HHESI Program Manager

POSITION SUMMARY

The HHESI Program Coordinator supports the planning, implementation, and coordination of Red Feather Development Group's Healthy Home Energy and Safety Improvement (HHESI) program across the Navajo and Hopi Nations.

This role serves as a key operational support position, working at the intersection of field operations and program administration. The Program Coordinator assists with subcontractor coordination, federal compliance, financial tracking, and program documentation while ensuring alignment with federal regulations and program requirements.

This position operates under the direction of the HHESI Program Manager and does not have primary responsibility for program oversight or staff supervision. The Program Coordinator plays a critical role in ensuring projects are delivered efficiently, compliantly, and in service of community needs.

KEY RESPONSIBILITIES

Program Implementation & Compliance Support

- › Support planning, coordination, and execution of HHESI housing repair and energy efficiency projects across the Navajo and Hopi Nations.
- › Coordinate project timelines, subcontractor schedules, and internal workflows to ensure integrated service delivery.
- › Maintain program documentation and records supporting compliance with 2 CFR 200, grant requirements, procurement standards, and audit readiness.
- › Assist in preparation of funder reports, financial updates, and documentation required for grant compliance.

Project Coordination & Subcontractor Management

- › Issue and track work orders; monitor project milestones, subcontractor schedules, and construction progress through closeout.
- › Conduct site visits to verify subcontractor adherence to quality, safety, and scope-of-work standards; document performance and flag concerns to the Program Manager.
- › Collect and organize subcontractor documentation (insurance, W-9s, contracts, licenses); track warranty issues and coordinate follow-up.
- › Monitor compliance with EPA Lead Safe Work Practices, BABA requirements, and WAP regulations.

Data Management & Records

- › Input and maintain energy audit and project data (NEAT/MHEAT or similar systems); compile data for reporting, grant evaluation, and internal tracking.
- › Maintain program tracking systems, databases, and documentation workflows; ensure accuracy,

Client Intake & Eligibility Support

- › Support client intake including eligibility screening, documentation collection, and waitlist coordination.
- › Maintain accurate client files from intake through project closeout, ensuring completeness and confidentiality.
- › Serve as a primary point of contact for clients during scheduling, site visits, inspections, and project completion.

Scope of Work & Procurement Support

- › Assist in preparing scopes of work and supporting bid solicitation processes under the direction of the Program Manager.
- › Verify subcontractor eligibility including SAM.gov registration, insurance, required licenses (KB-2, R-37, R-39 or tribal/state equivalents), and tribal requirements; support onboarding and procurement documentation.
- › Review subcontractor invoices for accuracy and completeness prior to Program Manager approval; track project financials and support budget monitoring.
- › Conduct cost book analysis and line-item comparisons (RS Means or similar); identify discrepancies and communicate findings to the Program Manager.

Partnerships & Community Engagement

- › Serve as a point of contact during Quality Control Inspections (QCI) and final project closeout; build and maintain respectful, trust-based relationships with community members and tribal stakeholders.
- › Represent Red Feather professionally in client and partner interactions; support outreach activities

completeness, and confidentiality of all records including client PII.

- › Support records retention practices aligned with federal requirements, audit standards, and organizational policies.
- › Participate in staff training on cybersecurity, PII handling, and records retention protocols.

Program Evaluation & Reporting

- › Track project and program performance metrics; compile data to support funder reporting and internal program evaluation.
- › Support preparation of grant reports and program updates for leadership and funders.
- › Assist in identifying opportunities for program improvement based on field observations and data trends.

connecting community members with housing services.

- › Support scheduling of field staff, AmeriCorps members, or volunteers; collaborate across program teams and provide backup support as needed.

Team & Organizational Support

- › Follow organizational policies on procurement, financial tracking, and documentation; coordinate with finance staff to ensure compliance and accurate recordkeeping.
- › Support cross-program coordination and communication; collaborate with intake teams and program staff across all Red Feather programs.
- › Participate in onboarding, ongoing training, and organizational meetings.

REQUIRED QUALIFICATIONS

- › Bachelor's degree in Construction Management, Environmental Science, Engineering, or related field.
- › Minimum 2–4 years of experience managing programs, projects, or community initiatives.
- › Strong commitment to serving Navajo and Hopi communities.
- › Strong organizational, communication, and coordination skills.
- › Proficiency in Microsoft Office, Google Suite, and cloud-based platforms.
- › Valid driver's license, reliable transportation, and ability to travel regularly across the Four Corners region.
- › Ability to obtain and maintain an Arizona Fingerprint Clearance Card.
- › Willingness to complete Energy Auditor Certification; all costs covered by Red Feather.

STRONGLY PREFERRED

- › Experience in housing, weatherization, construction, or energy efficiency programs.
- › Familiarity with DOE Weatherization Assistance Program (WAP) or similar grant-funded programs.
- › Experience working with tribal governments or Indigenous communities.
- › Working knowledge of NEAT/MHEAT, Salesforce, Dropbox, or similar systems.
- › Hopi or Navajo language proficiency (strongly preferred).

COMPENSATION & BENEFITS

**\$45,760 –
\$58,000**
annually · DOE

Benefits Include:

- \$7,500 annual healthcare stipend
- Employer-sponsored 401(k) (3% base + up to 5% match)
- PTO, sick leave, and paid federal holidays
- Continuing education stipend · Wellness stipend
- Mileage reimbursement, travel support, and home office support

HOW TO APPLY

Submit a cover letter and resume to:

malcolm@redfeather.org

EQUAL OPPORTUNITY EMPLOYER

We strongly encourage applications from Indigenous individuals and people of color, women, LGBTQ+ individuals, and those with diverse backgrounds and lived experiences in the communities we serve.