POSITION DESCRIPTION
FIRST PEOPLES FUND

Position Title: Administrative Coordinator for Programs
Department: Programs
Reports To: Vice President of Operations & Programs
Job Type: Regular Full-Time, Exempt

ORGANIZATION
First Peoples Fund is a national non-profit organization founded in 1995. Its mission is to honor and support the collective spirit of First Peoples artists and culture bearers.

POSITION SUMMARY
The Administrative Coordinator for Programs will provide a high level of support to FPF’s program departments. This position will provide both programmatic and administrative support; the duties may be divided into several areas. The coordinator is also responsible for supporting the creation, development and coordination of documents, files and information for programs; including but not limited to assisting in creating program timeline, booking travel arrangements and processing travel/vendor payments. In the absence of a program manager, the coordinator must assess and act appropriately on incoming information to maintain program continuity.

DUTIES AND RESPONSIBILITIES:
Specific responsibilities include, but are not limited to, the following:

● Providing first level support / technical assistance to artists, mentors, trainers, and consultants.
● Provides logistical, event and travel support for organization events/training, management, and related programs and staff;
● In conjunction with Program Managers, sets, tracks and meets project schedules and deadlines as agreed upon at project inception; initiates and maintains liaison with contacts to facilitate project activities;
● Assist with organizing program and project meetings, workshops, conferences, and special events to advance program goals.
● Contributes to team effort by exhibiting cooperative and effective work relationships, such as, responding positively to challenges, assignments, and inter and intra departmental requests; seeing beyond own tasks to help fulfill programmatic goals
● Ensuring program/projects adhere to frameworks and all documentation is maintained appropriately;
● Chair and facilitate meetings where appropriate and distribute minutes to all project team members
● Create a project management calendar and basecamp for fulfilling each goal and objective.
● Documenting and following up on important actions and decisions from meetings.
● Purchase general office supplies, as well as assist staff in purchasing program materials.
● Adhere to all FPF Policies.
● Perform other duties as assigned.
EDUCATION, KNOWLEDGE, SKILLS, ABILITIES, and PHYSICAL REQUIREMENTS:

- Bachelor’s degree in a related field and one to three years of experience providing program/project administrative support and/or office experience, preferable for nonprofit and/or Native corporations.
- An understanding and awareness of the Native arts and culture field and a broad knowledge of tribal communities and cultures across North America is a plus, but not required.
- Excellent computer skills - Google drive and MS Office Suite, experience with project management software Basecamp a plus;
- Strong written and verbal communication skills;
- Excellent interpersonal skills and ability to work in a busy, fast-paced environment;
- Ability to work under pressure and meet deadlines consistently;
- Ability to work collaboratively as a member of a team;
- Also, be able to work independently, take initiative and be self-motivated;
- Highly organized, detail-oriented, self-starter project management experience required
- No extraordinary physical requirements. Job involves normal physical requirements for an office position.

JOB LOCATION:

- This position located in FPF’s home office in Rapid City, South Dakota, as well as periodic offsite work.