

Amah Mutsun Land Trust Job Announcement: Director of Programs



Background:

Amah Mutsun Land Trust (AMLT) is a non-profit organization founded by the Amah Mutsun Tribal Band to promote traditional cultural and spiritual indigenous stewardship of Mutsun and Awaswas territories through research, conservation, restoration, and education. The Amah Mutsun Tribal Band is comprised of the descendants of the indigenous people taken to missions San Juan Bautista and Santa Cruz.

Amah Mutsun Land Trust has developed a number of programs to fulfill its organizational mission. These include:

- The Native Stewardship Corps, a work training, cultural relearning, and conservation fieldwork program for tribal members
- AMLT Coastal Stewardship Summer Camp for tribal youth
- Cultural burning program
- Ethnobotanical demonstration gardens
- Research and education programs that promote indigenous perspectives in resource management

The Amah Mutsun Land Trust has grown dramatically over the past several years, and it is expected that the number, breadth and depth of these programs will continue to expand.

Position Description:

The Director of Programs will be responsible for the operational success of the Amah Mutsun Land Trust programs, ensuring seamless program delivery, team management and development, and quality control and evaluation. Reporting to the Executive Director, the Director of Programs will assist in managing all program staff and budgets and will be a key external face of AMLT in the community.

Director of Programs Duties:

Program Administration

- With AMLT staff, create an inventory of AMLT programs and develop a strategic plan for all programs that outlines clear and measurable goals and objectives
- Ensure all program work is completed in a way that achieves project goals, meets AMLT goals and objectives, and obligations to project partners
- Supervise program staff & volunteers, providing strong leadership to Native Stewards, research associates, and interns.
- Ensure all AMLT programs have resources (e.g. staff, funding, supplies) needed to be successful
- Manage program budgets, invoicing and payment processes
- Maintain overall program calendars and logistics

- Manage recruitment and hiring process for new program employees and interns
- Develop and administer regular program staff evaluations
- Approve purchases, collect and review receipts, and submit to Operations Coordinator
- Gain detailed understanding of the goals and technical requirements for each program and give direction to ensure program success
- Evaluate programs to ensure they are effective, engaging, and culturally appropriate

Business Development

- Identify and pursue new work opportunities for the AMLT Native Stewardship Corps, building partnerships as needed
- Develop and maintain productive partnerships with conservation organizations within Amah Mutsun traditional territory
- Develop new programs, projects, and contracts in collaboration with AMLT staff, particularly in the watersheds of the upper Pajaro and San Benito rivers

Outreach and Education

- Ensure tribal member investment and engagement in AMLT programs and plan events to allow larger tribal membership to join in AMLT's work
- Support AMLT outreach efforts and engagement with volunteers and the public
- Represent AMLT and NSC at outreach and educational events

Compensation: \$60-70K salary, based on experience.

Position Type: Full-time, exempt employee with health benefits.

Qualifications:

- ◆ Excellent verbal and written communication skills with exceptional attention to details.
- ◆ Possess strong leadership qualities, time management skills, and a solid work ethic.
- ◆ Commitment to learning about and honoring Mutsun culture.
- ◆ Willing to follow and enforce all AMLT policies, maintain professional boundaries, and appropriately represent the organization.
- ◆ Must be adaptive, patient and able to maintain a positive perspective in a fluid, changing work environment.
- ◆ Demonstrated success developing, implementing, and evaluating program models.
- ◆ Proficient in using technology as a program management and evaluation tool.
- ◆ Strong project management skills with complex, multifaceted projects resulting in measurable successes and program growth.

- ◆ Strength in hiring, recruiting, coaching, and retaining team members, empowering them to elevate their levels of responsibility and performance.
- ◆ Proficient understanding of human resources, employee performance improvement plans, conflict resolution, and corrective action policies.

General Responsibilities:

- Adhere to AMLT core values and ensure that all organization standards are upheld.
- Actively contribute to NSC performance, and the accuracy, confidentiality, and thoroughness of all program policies and procedures; records and reports.
- Follow all applicable internal policies, federal and state laws, rules, and regulations.
- Contribute to company-wide communication and best practices.
- Keep informed of all new developments within the AMLT and NSC.
- Balance multiple priorities simultaneously and meet deadlines, often in stressful and high-pressure situations.
- Maintain relevant job related knowledge and skills through continuing education and training.
- Perform any and all other job-related duties as assigned.

Drug and Alcohol-Free Statement

The Amah Mutsun Land Trust has a strict policy prohibiting the use of drugs and alcohol among staff on the job and at any AMLT work site. This includes any products containing psychoactive amounts of THC. Any violation will result in immediate termination.

To Apply: As of January 8, 2020, the position is available immediately and will remain open until filled. Please send a resume and cover letter describing your fit for the position to jscherf@amahmutsun.org.

Contact: For more information or questions, email AMLT Operations Coordinator at jscherf@amahmutsun.org.