**Position Title:** Program Coordinator (Full-time)

**Pay rate:** Full-time Contract Employment for 35-40 hours a week starting pay at $27.00/hour

**Location:** Hybrid (Both Remote and at the Albuquerque Office Location)

**Brief Description of Pueblo Action Alliance:** Pueblo Action Alliance (PAA) is a community driven grassroots organization that protects Pueblo cultural sustainability and community defense by addressing environmental and social impacts in Indigenous communities.

PAA is a Pueblo-centric organization which creates a work environment catered towards Pueblo people and Pueblo traditional lifeways. We function under Traditional Core Values and 10 Points of Unity to help provide us guidance and direction with our programmatic work and decision making. PAA's target audience is Pueblo people, other Indigenous communities, climate, environmental and social justice ecosystems. PAA's Purpose, Vision, 10 Points of Unity and Traditional Core Values can be [found here](#).

**The Program Coordinator Job Description:**

The Program Coordinator provides assistance to the various programs (Climate Justice, Indigenous Community Defense, and Youth Justice) within PAA; the Program Coordinator will help organize logistics and work with planning sub-committees for any public and/or community event organized by PAA: popular education trainings, in-person strategic planning meetings, annual gatherings like the Healing Circle, the No False Solutions Gathering, and Pueblo Youth Revolt, and donation drives/community defense events. The Program Coordinator will work with the Program Director to ensure that each program is staying on track with its program goals and objectives that come directly from strategic plans. The Program Coordinator will also work with other PAA staff to help plan popular education events that are relevant to each program. The Program Coordinator is also responsible for helping maintain inventories on tabling materials, PAA created literature and membership materials for community outreach events (this is a shared responsibility of other staff members).

**Job Responsibilities:**

The Program Coordinator has the following responsibilities and duties:

- **Programmatic Assistance**
  - Will work closely with the Program Director to keep track of programmatic needs whether it's for community events and/or popular education trainings; this may also require the Program Coordinator to help facilitate community events and/or teach popular education curriculum; if a specific campaign requires spokespeople, the Program Coordinator may participate in events and/or actions that requires testimony (written or verbal)
  - Supports the Program Director with overall coordinating activities within the organization to keep programs and campaigns on track to meet their objectives; this will require consistent review and competence of each programmatic
strategic plan; this will also require assistance in collection of demographic data for each community event to ensure we are reaching our target audiences and managing/projecting organizational growth
- Working with each program and campaign teams to help organize events that PAA either hosts or co-hosts; this requires attending planning meetings (virtual or in-person); this may require making purchases and competence in programmatic budgets
- Will also work directly with the Youth Justice Organizer to assist them in planning/organizing events related to the youth fellowship like field days, in-person meetings, and the annual Pueblo Youth Revolt

Requirements:
The Program Coordinator should have the following skills, education and experience:
- Organizational Responsibilities
  - Aligns with PAA’s Purpose, Vision, 10 Points of Unity and Traditional Core Values
  - Undergrad college degree or at least 2 to 3 years of experience in environmental/social justice spaces, experience working with Indigenous/Native people/communities, experience working with BIPOC and LGBTQIA2S+ communities and/or grassroots organizing experience; it is preferred that the person has either an environmental and climate studies background, social justice background and/or non-profit experience
  - In-depth understanding or willingness to learn about the current issues relating to environmental justice, social justice, current critical race theory, Indigenous resistance movements, and history of environmental and climate justice
  - In-depth understanding or willingness to learn about Pueblo Indigenous history on colonialism, resistance and current issues
  - In-depth understanding or willingness to learn about related land, water and air injustices that impact Pueblo Indigenous and Indigenous ancestral lands, tribal lands, waterways, and air quality
  - Ability to work, adapt and become flexible in a fast-paced work environment
- Operational Responsibilities:
  - Must attend weekly staff meetings, organized staff retreats, strategic planning meetings, and other PAA team building activities
  - Works collaboratively with staff on _______ to help develop [campaign educational and outreach materials, policy analysis]
  - Have excellent communication with PAA staff
  - Must come into the office at least three days out of the week; can remote work for alternate days
  - Must adhere to all organization office and operational policies

Competence in the following:
- Excellent Communications skills both internally and externally of the organization
- Sufficient oral and written communication skills and the willingness to learn how to improve those skills
- Coordination of partner and ampulse organizations working on similar issues
- Co-visioning and collaborating on campaigns and popular education tools with other PAA staff, coalitions, and working groups
- Working with Pueblo youth and other youth organizations, groups, etc; working in intergenerational spaces.
- Ability to mediate different perspectives and opinions but maintain a position that progresses PAA’s purpose, vision and framework in some times fast-paced work environments; ability to work as a team member but also independently; ability to think critically and insightful; meet specific deadlines or otherwise within the timeline pertaining to the project; ability to adapt to change and is flexible and open-minded.
- Experience working with Indigenous and Pueblo Indigenous people, as well as BIPOC and LGBTQAI2S+ communities
- Basic understanding of Word, Excel, and Powerpoint (also within a Google suite); ability to use and set up zoom meetings
- Willingness to travel periodically and has a valid driver’s license and/or ability to travel to events locally and out of the area; PAA can provide assistance with alternative transportation like bus/train passes; all work related travel using one’s own vehicle can be reimbursed by the organization
- Must be able to lift 25 lbs

Compensation and Reimbursement:
Pueblo Action Alliance will provide the following compensation: **$27.00 per hour for 35-40 hours a week**; payroll will function on a bi-weekly schedule. Pueblo Action Alliance is a fiscally sponsored organization whose fiscal sponsor is the SouthWest Organizing Project, a 501c(3) non-profit. They provide financial services and oversight for PAA and have PAA staff as contracted employees. All contract employees will work under a W9 and will be responsible for paying federal, state and local taxes as required by law; it is suggested to save 15% of total earnings for taxes. Contract expectations should be met with the understanding that the Contract Employee is responsible to pay their own taxes at year’s end. PAA will reimburse mileage and any other out of pocket expenses. Weekly schedules are flexible as there will be some work hours during the weekend.

Other benefits:
- Annual Flex Fund offered to every full-time or part-time contract employment; Flex fund is offered to supplement insurance needs for health, dental, child-care, etc.
- $80 Internet/phone stipend every month
- Paid time off; Paid cultural leave (feast days, cultural obligations, etc.); paid paternal/maternal leave
- All federally recognized holidays off
- One month of winter leave

**Pueblo Affiliation Disclaimer:**
PAA has a zero tolerance for individuals who falsely claim Pueblo affiliation or descent; this action will result in immediate termination of application and interview consideration. As the organization onboards new staff, it is important for us to ensure the safety and integrity of our Pueblo communities and to cultivate a workspace that is authentic to our traditional and organizational core values. Due to an overwhelming number of individuals who falsely claim “Indigeneity,” PAA may request the following during the application and/or interview process: Proof of tribal enrollment or Pueblo community affiliation; this can be in the form of a Tribal ID, CIB number, a letter from a tribal government official and/or a reputable Pueblo community member.