



Title: Program Coordinator
Reports to: Executive Director

Status: Full-Time
Salary: \$17-\$19 hourly/DOQ

The Program Coordinator will ensure implementation and success of DWH programs. This individual will lead the Indigenous Food Network (IFN) and evaluation efforts, and support other program efforts. The Program Coordinator will plan and facilitate meetings and events; communicate with key stakeholders; meet grant goals and objectives, manage budgets and reporting; perform data entry, implement evaluation, and work with the team in coordination of other programs.

Responsibilities & Expectations:

Be part of the Dream of Wild Health community

- Attend staff trainings and weekly team meetings
- Communicate regularly with team and provide regular program updates
- Build positive relationships with key partners, funders and community members
- Provide support to the team to ensure program goals and objectives are met

Lead program management of the Indigenous Food Network

- Manage IFN grants ensuring goals and objectives are met in a timely manner
- Lead contact for current IFN Partners and build relationships with potential partners
- Coordinate meeting preparation, logistics and communications with partners and staff
- Lead grant reporting process, including monitoring overall budget and monthly expenses
- Maintain records using a member database and expand communications (website, social media)
- Must be willing to adapt to change and meet partner needs as the IFN grows

Coordinate organizational evaluations

- Familiarize yourself with the current logic model and evaluation plan
- Work with staff to carry out evaluations: administer surveys, perform data entry and analysis, and summarize findings to share with staff and in grant reporting

Fulfill administrative duties associated with the job

- Maintain expenses according to budget
- Coordinate surveys for evaluation and assist in reporting activities
- Perform some database entry for tracking program participation (in Sales Force)
- Assist in grant proposal process

Assist in programming activities and other duties as assigned

Qualifications:

- Two or Four year degree; or equivalent experience required
- Demonstrated knowledge of program management and evaluation methods
- Demonstrated ability to manage grant/contract work plans, objectives, budgets and reporting
- Ensure that program activities are consistent with mission, cultural values and organic principles
- Ability to communicate effectively and work collaboratively with staff and partners
- Experience working with Native American community (must have basic cultural understanding)

Some travel may be required. Must have ability to stand and sit for long periods of time; and flexibility to work occasional evenings or weekends.

To Apply: Submit cover letter and resume to Bryan at Bryan@dreamofwildhealth.org. Open until filled.