Title: Community Programs Coordinator  
Status: Full-Time  
Reports to: Executive Director  
Salary: $17-$20 hourly/DOQ

The Community Programs Coordinator will ensure implementation and success of DWH youth and community programs. This individual will ensure youth receive quality programming related to mission; be the primary contact and communicate with youth, families and community regularly; and supports community engagement by fielding incoming inquiries and requests. The ideal candidate has a strong passion for Native youth and community development, including mentoring and collaboration efforts.

Responsibilities & Expectations:  
Be part of the Dream of Wild Health community  
- Attend staff trainings and weekly team meetings, and provide regular program updates  
- Build positive relationships with key partners, funders, community members and participants  
- Provide support to the team to ensure program goals and objectives are met  

DWH youth and community program coordination  
- Coordinate summer youth education programs, including youth recruitment, curriculum, goals, forms and reporting, supply and equipment needs, daily schedules and activities, behavior guidelines and enforcement, and evaluation  
- Lead contact for youth, families and community requests for farm tours/visit and tabling events  
- Provide training in advocacy and public speaking skills to youth leaders to become advocates in their communities for food sovereignty and food justice  
- Organize and mobilize youth: communicate with youth in advance about events, transport youth to events, follow best practices in quality youth programming  
- Participate in outreach at community events on behalf of DWH and build relationships  
- Collaborate with the Farm Manager for youth farm activities and with the Nutrition Coordinator about food demos at events, program meals, and hands-on cooking opportunities  
- Coordinate meeting preparation, logistics and communications with participants and staff  
- Lead grant reporting process, including monitoring overall budget and monthly expenses  
- Must be willing to adapt to change and meet community and DWH needs

Fulfill administrative duties associated with the job  
- Maintain expenses according to budget  
- Coordinate surveys for evaluation and assist in grant reporting and proposal processes  
- Perform some database entry for tracking program participation

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 youth and community

Must pass a background check and have a valid driver’s license. Some travel is required. Must have ability to stand and sit for long periods of time; and flexibility to work occasional evenings and/or weekends.

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