



Daybreak Star Indian Cultural Center
Post Office Box 99100, Seattle, WA 98139
Phone: (206) 285-4425 Fax: (206) 282-3640

JOB ANNOUNCEMENT

JOB TITLE: Our Strong Fathers Program Coordinator
REPORTS TO: Ina Maka Program Director
LOCATION: Columbia City

DEPARTMENT/PROGRAM: Ina Maka
STATUS: FT
GRADE: DOE

The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community.

JOB SUMMARY:

To develop and implement an Indigenous model of fatherhood support services emphasizing individualized resource support and facilitated peer parent interactions for urban Indian fathers.

The ideal candidate is exceptionally organized, capable of managing and prioritizing multiple tasks, collaborative, and maintains a high level of attention to detail.

ESSENTIAL FUNCTIONS:

Program Development and Implementation Planning

- Provide insight and guidance in developing an Indigenous model of fatherhood support services emphasizing individualized resource support and facilitated peer parent interactions

Program Coordination

- Coordinate and facilitate Fatherhood Program
- Develop and maintain community relationships with referring providers to ensure smooth service delivery
- Monitor program processes to ensure efficient service delivery
- Prepare program reports for the program for funders with support from Program Director
- Participate and collaborate with Program Director, Evaluation Team and Technical Assistance in general program activities such as program evaluation, performance measurement reporting, continuous quality improvement or rapid cycle learning and improvement
- Participate in fatherhood/parenting/family support partnerships, coalitions and professional development opportunities
- Participate in advocacy efforts regarding fatherhood support as well as other services that may benefit current or prospective clients.

Fatherhood Peer Parent Support & Coordination

- Plan, schedule, prepare meals, and coordinate weekly support groups
- Plan, schedule, prepare meals, and coordinate larger gatherings or outings
- Recruit participants for peer parent support groups
- Facilitate group and/or bring in trainers and teachers for groups
- Attend parenting, cultural, and facilitation trainings as decided in partnership with Program Director

QUALIFICATIONS:

The minimum education requirements and qualifications for this position are:

- Three years of experience in a related field.
- Proficiency with Microsoft Office Applications, especially Excel and Word, social media platforms.
- Writing sample required.
- Must have own transportation to visit clients, purchase supplies, and host groups at different locations.
- Applicant must have a valid driver's license and auto insurance.
- Background check required.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER WORK CHARACTERISTICS

- Ability to plan, coordinate, and organize work projects.
- Facilitation and presentation skills.
- Strong communication and writing skills.
- Experience collaborating with a variety of staff.
- Strong attention to detail.
- Passion for and commitment to the mission of United Indians of All Tribes Foundation
- Adept at working cross-culturally with Indigenous individuals, families, and communities.
- Knowledge of the strengths and challenges facing the American Indian / Alaska Native and Native Hawaiian / Pacific Islander communities.
- Have the skill to work independently, maintain a consistent schedule and maintain regular contact/coordination with program director.
- Aptitude for solving problems with creativity and resourcefulness.
- Ability to develop positive relationships with UIATF staff, clients, and community partners.

Opening Date: 09/02/2020 Closing Date: When suitable applicant is hired	APPLICATION PROCEDURE application form available at: www.unitedindians.org/about/jobs Submit cover letter and resume to:
United Indians of All Tribes Foundation is an Equal Opportunity Employer	United Indians of All Tribes Foundation PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640 Email: jobs@unitedindians.org