



**JOB ANNOUNCEMENT**

<b>JOB TITLE:</b>	<b>INA MAKA FAMILY PROGRAM COORDINATOR</b>		
<b>PROGRAM:</b>	<b>Family Services</b>	<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>LOCATION:</b>	<b>Columbia City</b>	<b>WORK SCHEDULE:</b>	<b>Full-time</b>
<b>REPORTS TO:</b>	<b>Ina Maka Program Manager</b>	<b>PAY RANGE:</b>	<b>DOE</b>

The United Indians of All Tribes Foundation is a not for profit organization working to provide vital social, cultural, and educational services to Seattle’s American Indian/Alaska Native community.

The Ina Maka Family Program Coordinator has three primary responsibilities: supporting home visiting programming through program administration, management of data, research and CQI activities, and participating in community collaborations and partnership building, and curating and managing content for Ina Maka social media channels

***Program Administration***

- Coordinate the administration of the Ina Maka Family Program with Program Supervisor/Manager.
- Manage program enrollment including supporting the recruitment process and documentation.
- Manage regular reporting schedules and requirements for external funders and internal systems.
- Set up systems and conduct checks to ensure that program data are captured accurately and efficiently
- Responsible for Ina Maka website updates (coordination with UIATF Communications Coordinator), social media, and recruitment materials.
- Offer travel support and coordination for team travel.
- Plan for program needs including ordering supplies, IT needs, and client support needs such as incentives.

***Data, Research, & CQI \*as assigned by and in collaboration with the Program Supervisor/Manager***

- Provide oversight to data collection, management, analysis and submission of required performance measures in close collaboration with Program Manager.
- Responsible for the development and oversight of quality measures to provide qualitative and quantitative information regarding progress, outcomes, and stakeholder satisfaction.
- Provide leadership for CQI activities, rapid cycle learning and improvement, and rigorous evaluation (as required or recommended for each program).
- For rigorous evaluation activities: work with outside consultants, technical assistance, contractors, and Program Managers, present the project to various stakeholder groups and ensure the project is conducted in an ethical, culturally appropriate, and community informed manner.
- Facilitate outside research and evaluation efforts including short-term studies, one-time surveys and focus groups.
- Responsible for supplemental curricula development such as culturally enhanced modules, training, or materials focused on a community or staff-identified priority.

### ***Community Collaborations***

- Support ongoing relationships with community resources in partnership with home visitors and grandmas – for example OICW, SIHB, WCCDA, etc.
- Represent organization in community meetings by assuring workforce and community relationships are in place to meet programmatic needs.
- Develop and maintain community relationships with partner agencies to streamline referral sources.
- Identify, establish, build and maintain partnerships with public, private and community-based partners to promote community-based interventions that promote parent and child health and wellness. This includes working in coalitions, advisory committees and ad-hoc and emerging partnerships.
- Participate in planning, support of, and execution of UIATF events such as Seafair Indian Days Powwow, Indigenous Peoples Day, Holiday Party, Spring Family Fun day and more.

### ***Qualifications***

- Bachelors in Social Work, Public Health or other relevant field or 2-3 years experience with program administration / coordination.
- Able to serve as a cultural liaison to AIAN urban communities.
- Have the skill to work independently, maintain a consistent schedule and maintain regular contact/coordination with program manager.
- Strong computer skills with three (3) years' experience with Microsoft Office programs including Word and Excel required.
- Excellent ability and successful, well-developed experience connecting and serving underrepresented people, as well as a strong, intersectional approach to promoting racial equity and anti-oppression work.
- Understanding of, and ability to work with, the systems that serve communities impacted by trauma, racism, discrimination and health disparities.
- Ability to travel.
- Applicant must pass a background investigation, including relevant criminal history.
- Must have own transportation to purchase supplies and host groups at different locations.
- Applicant must have a valid driver's license and auto insurance.
- Must be dependable, able to work on own, and highly motivated.

### ***Desired Qualifications***

- Familiarity with social, educational and cultural issues facing AIAN population.
- Experience working with grants

## **AMERICANS WITH DISABILITY SPECIFICATIONS**

### ***PHYSICAL DEMANDS***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### ***WORK ENVIRONMENT***

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions.

The noise level in the work environment is usually moderate.

<b>CLOSING DATE:</b> until filled	<b>APPLICATION PROCEDURE</b> Submit Cover Letter and Resume to: Email: <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a>
<b>COMPENSATION:</b> DOE, plus excellent benefit package provided	<b>APPLICATIONS FOR EMPLOYMENT</b> can be obtained at: Daybreak Star Indian Cultural Center: Human Resources Or click on fillable form link: <b><u>COMPLETED APPLICATION</u></b>
<i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i>	<b>SUBMIT APPLICATION TO:</b> <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a> or send to United Indians of All Tribes Foundation Daybreak Star Indian Cultural Center PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640