



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

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Program Coordinator  
**REPORTS TO:** Program Manager  
**LOCATION:** Columbia City UIATF Office

**DEPARTMENT/PROGRAM:** Our Strong Fathers  
**STATUS:** .8 FTE/32 hrs weekly  
**SALARY:** \$23.00 hrly

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:**

The Program Coordinator will work with the Program Manager in developing, implementing and providing leadership and guidance to an Indigenous model of fatherhood support services for urban Indian fathers. The coordinator is responsible for communicating with the clients, scheduling meetings and events and has an active role in co-teaching a range of parental skills, as well as supporting the growth of the program with data collection, work on special projects and community outreach.

### **ESSENTIAL FUNCTIONS:**

#### ***Program Management and Coordination***

- With the Program Manager's guidance, coordinate meetings, trainings and outreach, maintaining a quarterly schedule of upcoming fatherhood program events
- Ensure clear and timely communication with all program clients, providing information on program events and services, and directing them to other relevant UIATF or external programs and resources
- Support the Program Manager in developing and maintaining community relationships and referring providers to ensure smooth service delivery
- Documenting and providing information for reporting purposes regarding program expenditures, client numbers, attendance and progress.
- Overseeing surveys and other data collection tools for reporting
- Daily planning and advance setup for meetings, trainings and other events
- As a co-teacher with the Program Manager, facilitate planned discussions and fatherhood-related training, and developing and planning the topics, timeframes and guest speakers needed for continuous client education and improvement
- Plan, schedule, prepare or plan for meals, and coordinate weekly support groups, larger gatherings and outings. Regularly communicate with other UIATF programs on upcoming OSF events and establish connections between clients and other offered services
- Ensure timely and accurate program information is provided and posted to UIATF websites and social media. 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.

- Create program flyers, posters and other promotional materials for recruiting and advertising purposes, and maintain all program records, contracts, policies and training material in an organized and confidential system.
- Draft and maintain associated paperwork (contracts, check requests, receipts, etc.) for all program activities and provide them as needed to Accounting
- Attend parenting, cultural, and facilitation trainings as decided in partnership with Program Director
- Other tasks as assigned

## **QUALIFICATIONS:**

- BA preferred, at least three years of experience in a related social work or parenting field required
- Adult educator experience and/or certification preferred
- Proficiency with Microsoft Office Applications suite required, and accessing and overseeing social media platforms
- Must be available for events outside of regular working hours, on occasion
- Must have own transportation to purchase supplies and host groups at different locations
- Applicant must have a valid driver's license and auto insurance
- Able to work a flexible Monday through Friday schedule that will involve office time as well as remote work
- Must pass a background check, including relevant criminal history

## **KNOWLEDGE, SKILLS, ABILITIES AND OTHER WORK CHARACTERISTICS**

- Able to present a positive representation of Indigenous fatherhood to clients
- Ability to plan, coordinate, and organize work projects, with good facilitation and presentation skills
- Strong communication and writing skills
- Internal drive to constantly improve services provided and programming that will help Indigenous Fathers in our community, with a 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 Manager.
- Ability to develop positive relationships with UIATF staff, clients, and community partners.

## **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.

This job is largely set in standard office settings and group/classroom settings, with coworkers, clients and families regularly present. The noise level in the work environment is usually moderate.

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

<p><b>OPENING DATE: 9/2/2021</b> <b>CLOSING DATE:</b> First consideration 9/13/2021; open Until Filled</p> <p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p><b>APPLICATIONS FOR EMPLOYMENT</b> can be obtained at <a href="http://www.unitedindians.org/about/jobs">www.unitedindians.org/about/jobs</a> , please submit with a resume and cover letter to <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a> .</p> <p>Please contact HR for questions : #206-475-1353, <a href="mailto:msalanga@unitedindians.org">msalanga@unitedindians.org</a></p>
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