



Na'ah Illahee Fund  
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Seattle, WA 98117  
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206-784-0818 office

Seattle, Washington  
February 2018

## JOB ANNOUNCEMENT

**Position:** Community Connections Program Coordinator (2 positions open)  
**Commitment:** Full time, 40 hours/week  
**Reports to:** Program Manager

**Na'ah Illahee Fund** is a community-based organization headquartered in Seattle, with a mission to support and promote the leadership of Indigenous women and girls in the ongoing regeneration of Indigenous communities in the Pacific Northwest.

Na'ah Illahee Fund's scope of impact includes both urban and reservation-based indigenous communities throughout the Pacific Northwest region. The majority of our direct organizing work currently takes place in the Puget Sound/Salish Sea region with Native people who are from many tribal nations.

The **Community Connections Program** brings together students, educators and community members in a culturally relevant two-tiered approach that provides a nurturing prevention environment for Indigenous youth to explore and develop positive self-identity and ways to successfully navigate institutions such as schools; and an early intervention strategy that utilizes Restorative Justice practices to directly address issues in order to build a school to success pathway.

**Position Summary:** The Community Connections Program Coordinator works closely with the Program Manager to assure smooth operations of Na'ah Illahee's Community Connections program. Community Connections includes facilitating the critical component of restorative practices, and indigenous-based circle process. Coordination will include with individuals and groups such as school district staff, community members, students and cultural teachers. To assure the health of this small organization, it is vital that staff remain very organized, detail-oriented and maintain clear and constant communication as well as excel in the ability to work independently as well as collectively.

**Program Responsibilities** include outreach, recruitment and support of Community Connections program participants; recruiting and training a core team of community and high school youth as facilitators; coordinating youth summer programming and out-of-school activities; planning and coordinating logistics for group and individual meetings; and working with school district staff.

**General Organization Responsibilities** include maintenance of program equipment, supplies and materials; participation in staff planning and meetings; driving participants to and from activities; abide by legal requirements and company policies and procedures; operate within budget; maintain an approved workplan at all times; participation in funder evaluation as directed; and maintenance of organizational and program records.

### Required Qualifications:

- Proven experience in program/project coordination/management
- Personal qualities of professionalism, integrity, confidentiality and reliability

- A commitment to Native American/Indigenous communities, Native youth, and women and girls' empowerment
- Direct experience working with Native American people including Elders and students
- Professional references and tribal community recommendations
- Ability to work a flexible schedule, including nights and most weekends
- Technology skills
- Social media skills
- A valid Washington State driver's license and good driving record
- Position includes desk work as well as field work
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**Compensation: \$34,000 - \$40,000 annual salary, DOE.** Benefits included.

**To Apply:** Send resume and cover letter to [shawn@naahillahee.org](mailto:shawn@naahillahee.org), attention Shawn Peterson, Youth Programs Manager.

**Deadline for application: February 28<sup>th</sup>; or until the right candidate is hired.**