



Na'ah Illahee Fund
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Seattle, Washington
January 2019

JOB ANNOUNCEMENT

Position: Yahowt Program Manager
Commitment: Full time, 40 hours/week
Reports to: Executive Director

Na'ah Illahee Fund is a Native women-led, 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.

We believe that Indigenous women are at the heart of communities and that our vision, our initiatives and our perseverance should be supported with resources. We seek transformative change at the community level through supporting Indigenous women's traditional models of leadership and organizing. We believe that stronger Indigenous women leaders can determine their own priorities for the future and can protect our Mother Earth more effectively.

We provide funding and support to Native women-led organizations and projects, youth training, and environmental justice programming that helps advance sustainable Indigenous cultures. We are teachers and learners, grantmakers, conveners and advocates, committed to remembering and revitalizing traditional values and practices rooted in Indigenous ways of living. Our unique value and contribution comes from the diversity within our group— our ages, tribal affiliations, and experiential knowledge.

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 **Yahowt Program** has a goal to advance the revitalization and preservation of traditional Indigenous knowledge through a movement towards Just Transition that includes environmental justice programming and focusing on following the original teachings of Mother Earth. We organize to stop the impact of dirty fossil fuels and to create new pathways into the future that honor and include traditional ecological knowledge, engage indigenous youth and elders, and utilize modern technologies towards a Just Transition. The Yahowt Program contains Permaculture Project, Indigenous Foods and Just Transition projects for tribal communities.

Position Summary: The Yahowt Program Manager manages the Yahowt program team and works closely with the Executive Director to assure smooth operations and effective program delivery.

Program Job Responsibilities include managing all aspects of program planning and implementation; financial management; reporting; overseeing program outreach, recruitment and support of Indigenous Foods, Permaculture and Just Transition program participants; coordination and documentation of all Yahowt Program activities.

General Organization Job Responsibilities include maintenance of program equipment, supplies and materials; participation in staff planning and meetings; 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 organization and program records.

Required Qualifications:

- At least 3 years proven experience in program and staff management
- Personal qualities of professionalism, integrity, confidentiality and reliability
- A commitment to Native American/Indigenous communities, women and girls' empowerment and movement building
- At least a Bachelors or Masters degree (preferred) in Environmental Studies or Science
- Direct experience working with Native American people including Elders, students and young adults
- Professional references and tribal community recommendations
- Ability to work a flexible schedule, including nights and most weekends
- Technology skills
- A valid Washington State driver's license and good driving record
- Position includes desk work as well as field work, physical labor and ability to lift heavy materials (up to 50 pounds)

Compensation: \$60,000 - \$65,000 annual salary, DOE. Benefits included.

To Apply: Send resume and cover letter to info@naahillahee.org, attention Susan Balbas, Executive Director.

Deadline for application: until the right candidate is hired.