

## **Program Associate**

### **Leadership of North American Indigenous Girls and Women Program**

#### **ROCKEFELLER PHILANTHROPY ADVISORS**

Rockefeller Philanthropy Advisors (RPA) is a nonprofit organization that currently advises on and manages more than \$200 million in annual giving by individuals, families, corporations and major foundations. Continuing the Rockefeller family's legacy of thoughtful, effective philanthropy, RPA remains at the forefront of philanthropic growth and innovation, with a diverse team led by experienced grant makers with significant depth of knowledge across the spectrum of issue areas. Founded in 2002, RPA has grown into one of the world's largest philanthropic service organizations and, as a whole, has facilitated more than \$3 billion in grant making to nearly 70 countries. RPA serves as a fiscal sponsor for more than 40 projects, providing governance, management and operational infrastructure to support their charitable purposes. For more information, please go to [www.rockpa.org](http://www.rockpa.org).

#### **LEADERSHIP OF INDIGENOUS GIRLS AND WOMEN PROGRAM**

In June 2015 NoVo Foundation's Indigenous Communities (IC) Initiative began to incubate a thoughtful process of conceptualizing, designing, and operationalizing a leadership program for North American Indigenous women and girls. As an essential element of NoVo Foundation's Indigenous Communities Initiative's strategic priorities, birthed from NoVo Foundation's theory of change, the Leadership Program aims to strengthen Indigenous communities to address pressing systemic problems and oppressions through investing in and elevating the inherent power of the undervalued assets of North American Indigenous women and girls. As the Leadership Program continues to grow in scale and complexity, RPA will serve as fiscal sponsor to support increased programmatic and award making activities of the program beginning in 2017.

#### **THE POSITION**

The Program Associate will plan, organize and implement Leadership Program activities in cooperation with the Program Director, serving as a thought partner on matters of program design, implementation and day-to-day operation. The Program Associate will be responsible for supporting the Program Director as we establish and maintain relationships between network clusters of Indigenous women and girls, program design partners, and the Leadership Program team. The Program Associate will be based remotely in an urban, rural or reservation-based setting and will be supervised by the Program Director. The Program Associate will work closely and collaboratively with the Akwesasne office located in the Mohawk community of Akwesasne at the U.S.-Canadian border in northern New York State, attending quarterly meetings and weekly Skype check-ins.

#### **PRIMARY RESPONSIBILITIES**

The Program Associate is responsible for the following:

- Managing the program's relationships with sequential leadership cohorts to ensure engaged and supported participation with Leadership Program's outreach, recruitment and retention activities
- Working with design partners and contractors in all aspects of program design and implementation
- Supporting and guiding the creation and dissemination of Leadership Program materials and resources
- Developing and maintain a system of program records and documents
- Assists with the preparation and monitoring of program timeframes, schedules and budget
- Provides due diligence in identifying gathering site arrangements

- Arranging program staff and participants' travel, per diems and reimbursements; prepares and submits expense reports
- Providing programmatic support for curriculum and agendas for gatherings, workshops, webinars, and other activities
- Keeping records of our online listserv community for communications and recruitment
- Maintaining filing system, both paper and electronic; arrange information and files in a useful manner
- Providing support to the Director and others by participating in and recording notes of key meetings and select events in person or remotely, actively listening for areas to follow up
- Support and maintain remote office – ordering office supplies, coordinating office systems and vendors, receiving deliveries, maintaining the office space, and other related functions
- Assist and follow-up with meeting preparation such as PPT presentation, organization of materials, and research as needed
- Manage A/V and technical inquiries, coordinating with IT consultants
- Travel as necessary
- Perform other related duties as may be assigned by the Program Director

## QUALIFICATIONS

The Program Associate should have:

- At least 2-5 years of relevant work experience in a team approach of collaboration and partnership
- Experience with coordinating events and/or trainings. Must also be able to work independently, take initiative and be self-motivated
- Excellent planning and project management skills. Demonstrated ability to work on multiple projects simultaneously and use good judgment in prioritizing tasks and meet deadlines
- Strong verbal and written communication
- Excellent interpersonal skills. Ability to work independently as well as to take direction and provide support to a team
- Demonstrate proficiency with computer technology and social media platforms
- Strong awareness, respect and understanding and/or willingness to learn about diverse Native cultures and communities
- Excellent judgment, resourcefulness, and problem-solving skills
- High proficiency in Microsoft Office, Mac OS, and databases. Experience with Concur and other RPA online platforms
- Excellent written and verbal communication skills required (in person, via e-mail, and on telephone), and ability to compose effective, thoughtful correspondence
- Ability to handle confidential information with complete discretion

*Note: This description is a guide to the primary duties and functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands, and working conditions. Position descriptions are reviewed and may be revised to meet the changing needs of the Leadership program at the sole discretion of the Director and Advisory Board.*

**BENEFITS:** Rockefeller Philanthropy Advisors offers a competitive compensation and benefits package including health coverage, retirement benefits, paid sick leave, vacation and holidays.

**SUPERVISOR:** Program Director, Leadership of Indigenous Women and Girls Program

**LOCATION:** Remote office in an urban, rural or reservation-based setting

**STATUS:** Full time

**FLSA (OT ELIGIBILITY):** Exempt

**CLOSING DATE:** APRIL 10, 2017

**APPLICATION PROCESS:**

**All applications will be received via email. No phone calls or snail mail.**

Applications must include (all in PDF format) a resume and a thoughtful cover letter.

E-mail applications to: [adavid@spiritaligned.org](mailto:adavid@spiritaligned.org)

**Subject Line:** Program Associate/YOUR NAME

**Application deadline is MONDAY, April 10, 2017 at 4:00pm, EST**