



## Programs Officer Position Description

### Job Summary

The Programs Officer will support the Programs Department and lead strategic partner activities such as carrying out grant deliverables that support the overall programs of Akiptan. From time to time, Akiptan partners with other organizations on grant projects, this position will lead those efforts. The position will work closely with the Executive Director and Program department to manage and expand the services and programs Akiptan offers. The ideal candidate for this position will be a self starter, have good communication skills and teamwork skills.

### Duties and Responsibilities

The Program Coordinators duties include, but are not limited to the following:

- Delivering the grant deliverables of the Akiptan's programs with partners.
- The Program coordinator will develop, coordinate and report on programs, services, curriculums and grants.
- Working with all demographics of clients to provide support on training as necessary for program participants.
- Maintain, support and update account records for program participants.
- Work collaboratively with Akiptan staff members and assist as needed with other staff in a collaborative manner.
- Event planning; both virtual and in person as needed.
- Assist with customer service and answer questions on Akiptan's programs at large.
- Follow policies and procedures and maintain confidentiality.

### Minimum Qualifications & Skills

- Experience with government grants and private grants reporting.
- Knowledge of agriculture, agribusinesses and land challenges in Indian country.
- Efficient and accurate work style is a necessary skill.
- Ability to analyze data and tell a story from the findings.
- Computer literacy skills and proficiency with technology.
- Positive customer service skills and good communication skills.





- Basic office skills such as: filing, phone answering, tidiness, organization, etc.
- Experience with lending and economic development is a bonus but not required.

#### Preferred Qualifications & Skills

- Experience with working remotely, G Suite, and Salesforce.
- Background in agriculture finance, rural development, economic development and Indian Country.

#### Working Environment, Conditions and Benefits

- Company Culture: Akiptan serves the Native agriculture industry and the staff reflect the demographic that we serve. This informs our company culture and provides a working environment that is results oriented, effective and efficient, clear and direct communication, team effort and dynamic.
- Hybrid Team: We have a main office which holds in person staff, and there is a large amount of remote staff. We provide different opportunities for virtual team building and bonding, in addition to in person staff training.
- Travel: There are approximately 3-5 mandatory work trips, but many optional conferences, trainings and site visits throughout the year. Light travel is required.
- Benefits: Akiptan offers Health, Dental and Vision insurance to the employee and their dependents at 100%. The employer also covers life insurance for the employee and contributes 6% to a retirement account. Akiptan has a generous and culturally sensitive leave policy available to full time, permanent employees. Compensation for cell phone and internet services is also available.
- Physical Conditions: Employees must be able to work at a computer for long periods of time and occasionally lift over 25 pounds.
- The PC position will report to the Senior Program Officer and currently isn't a supervisory role. This will be a full time, permanent position that is classified as non exempt.
- Salary: DOE but starting at \$52,000.00 increasing with experience
- The working location is either remote or in person at the main office.





In order to apply for this position, please send your resume, references and letter of interest that briefly describes your experience that is relevant to the position, qualifications and skills. Inquiries that do not follow these guidelines will not be considered. If you have any questions, please email [dawn@akiptan.org](mailto:dawn@akiptan.org). This position is open until filled.

