**Program Administrator Position Description**

Job Summary

The Program Administrator is responsible for the day to day operations that involve programmatic objectives. For initial intakes for specific programs, to project review and follow up, the Program Administrator will assist with the processes of the overall programs in the Program Department. The ideal candidate will have exceptional organizational skills and the ability to manage multiple programs and the ability to pay close attention to detail.

Duties and Responsibilities

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

- Provide information and answer questions to potential borrowers and current clients on programs with Akiptan.
- Ensures completion and compliance with programs. This includes collecting necessary information, all signature and initial fields are complete, etc.
- Pulling reports, filing, etc. Update the Programming details. Enter clients into the system. Managing the department agenda and taking notes.
- Maintain the program department files. This includes: organizing, filing, ensuring completion and compliance, reviews, track progress, disbursing funds, etc.
- Prepares client mailings/emails such as general correspondence, letters, etc.
- Monitors the Program Department programmatic objectives and notifies the Program Officers/Executive Director of any changes.
- Lead the marketing, communications and public relations presence.
- Assists Program Officers and Executive Directors in regards to programmatic objectives and files.
- Follow confidentiality agreements and maintain a professional attitude in all work related situations, including sensitive situations.

Minimum Qualifications & Skills

- Ability to travel to meetings, conferences and trainings.
- Customer service and the ability to act professionally.
- Self driven work ethic. Ability to manage goals and follow plans.
- Familiarity with computers and willingness to learn new software.
- Effective communication and attention to detail.

- Flexibility to learn and adapt in a changing environment.

Preferred Qualifications & Skills

- Experience with working remotely, G Suite, and Salesforce.
- Knowledge of lending and the agriculture industry is preferred, but not required.
- Background in agriculture finance, rural development, economic development and Indian Country.
- Experience with Native Communities and Economic Development is preferred, but not required.

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 2 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 Program Administrator 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: 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. This position is open until filled.