AIHEC Position Description
Position Title: Program Coordinator

Job Description:
The Program Coordinator will provide valuable support in the planning and coordination of program activities from both an administrative and operational perspective. More specifically, this position will strengthen program efforts by assisting and, at times, spearheading project planning, implementing program activities, budgeting, marketing, and reporting.

Founded on Tribal sovereignty, AIHEC’s vision for our research program is tribally driven knowledge creation that celebrates our values, spirituality, and traditional ways of knowing, strengthening, and sustaining our Nations for generations to come. We believe that tribally centered research honors, respects, and protects the attributes that distinguish Indigenous peoples and cultures—tribal sovereignty, spirituality, native languages and practices, Tribal homelands, families and communities, elder knowledge, and the hopes for generations to come. AIHEC’s research is conducted with integrity and in respectful, compassionate, and culturally appropriate ways, always mindful of the sacredness of the natural world of life.

Duties and Responsibilities

• Assist in program planning and implementation of activities
• Engage in writing and editing program correspondence and relevant materials
• Gather and synthesize information for integration into reports and project records
• Work in concert with Communications Associate in project marketing
• Serve as point of contact for program constituents and stakeholders
• Assist in the preparation of internal/external meetings, events and, special projects
• Help to plan, prepare, and monitor project budgets and expenditures
• Supervise student employees, volunteers, interns and/or contractors, as needed
• Maintain program records
• Assist in grant proposal preparation
• Perform other tasks, as assigned

Minimum Job Requirements

• At least 3 years of experience directly related to the duties and responsibilities specified
• Completed Bachelors’ degree from an accredited institution, Master’s degree preferred. Relevant and tenured experience may be substituted for education.

Required Skills

• Clear understanding of American Indian and Alaska Native (AI/AN) higher education issues and issues regarding research with AI/AN people and Tribal communities
• Unwavering ability to work under strict deadlines and adapt quickly to shifting priorities
• Superior writing and editorial skills
• Outstanding communication, interpersonal, and leadership skills and the ability to work with diverse constituents
• Ability to anticipate and quickly react to the needs of the organization
• Ability to work independently or as part of a team
• Ability to execute internal/external meetings and/or special events
• Multitasking capacity with keen attention to detail and clear ability to prioritize
• Strong critical thinker with excellent problem-solving skills
• Excellent time management and organizational skills
• Clerical and office skills including proficiency in the use of personal computers, office productivity equipment, and related software applications
• Strong support and belief in AIHEC’s mission and values

This position reports to the Executive Director of Research and Innovation

Competitive salary (commensurate w/ experience), excellent benefits.

Qualified candidate should submit cover letter, résumé, two writing samples, and salary history to:
American Indian Higher Education Consortium to the Attention of the Program Coordinator @ jobs@AIHEC.org.