

POSITION DESCRIPTION
Program Associate
Spirit Aligned Leadership 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.

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 Spirit Aligned 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 provide high-performing administrative support to the Program Director of the Spirit Aligned Leadership Program. The Program Associate will be the welcoming, professional presence in the Spirit Aligned Leadership Program remote office in Bozeman, Montana and will be expected to use high-level oral and written communications and organizational skills to carry out the responsibilities of the position. The Program Associate will be expected to work closely with the programs main office in Akwesasne, NY.

PRIMARY RESPONSIBILITIES

The Program Associate is responsible for the following:

- Provide welcoming presence in the Spirit Aligned Leadership Program remote office
- Develop and maintain filing system, both paper and electronic; arrange information and files in a useful manner
- Prepare and submit expense reports on Concur online platform
- Draft and proof-read correspondence
- Provide support to the Program 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 Spirit Aligned Leadership Program's newly established Bozeman office – ordering office supplies, coordinating office systems and vendors, receiving deliveries, maintaining the office space, and other related functions
- Maintain professional office environment and courteous demeanor
- Assist with meeting preparation and follow-up, including research as needed
- Assist in maintaining an active list of tasks to be completed on any given day
- Coordinate logistics for special Initiatives events on behalf of the Program Director

- Assist in preparation & organization of materials on behalf of the Program Director
- Assists with PPT presentation development as needed by the Program Director
- Manage A/V and technical inquiries, coordinating with IT consultants;
- Maintain office inventory, stock and process orders and hospitality supplies
- Receive, sort and post mail and packages; maintain postage supplies
- Observes, receives and otherwise obtains information from all relevant sources in the field of the leadership of Indigenous Girls and Women
- Perform other related duties as may be assigned by the Program Director
- Work in a team approach and trauma aware environment
- Maintain contact with remote offices in Akwesasne and Washington, DC
- Willing to train in trauma informed approaches
- Review and work according to Spirit Aligned Leadership Program cultural touchstones

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

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

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, Spirit Aligned Leadership Program

LOCATION: Remote office Bozeman, MT

STATUS: Full time

FLSA (OT ELIGIBILITY): Exempt

Application Process: All applications will be received via E-mail. No phone calls or snail mail.

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

Email Application to: adavid@spiritaligned.org with Subject Line: **Program Associate/YOUR NAME**

Application Deadline: April 27th, 2018, 5:00 pm EST