



JOB DESCRIPTION

Position: Mother Nation Program Manager
Reports to: Executive Director
Hours: 40 Hours per week
Salary: \$29.00 - \$33.50 per hour DOE + Comprehensive Health Benefits Package

JOB SUMMARY

Mother Nation is a non-profit organization offering culturally informed healing services, advocacy, mentorship, homeless, and homeless prevention case management to celebrate and inspire the success of Native American families. The design of each program is to honor the beauty and strength of Native American culture, spirituality and values built on the ancestral strength of each participant. Mother Nation is committed to always providing culturally based traditional teachings throughout all service areas.

Mother Nation is active in partnering with Sister Native Homeless Providers, Tribes and Non-Native agencies to build unity in serving the Native American homeless community and families at risk of homelessness. Our goals are to ensure healing and wellness with cultural resilience offering quality service to change the dynamics of Native women and families from the impacts historical and intergenerational trauma. In addition, Mother Nation primary service is to prevent and stop the violence against Native women through culturally informed healing services, advocacy and mentorship.

The Program Manager's primary responsibility is overseeing Mother Nation's Yeha:wi Services and the Homeless Response Team. Yeha:wi Services include advocacy, safety planning, and supportive services for survivors of domestic violence and sexual assault throughout Washington State. The Homeless Response Team includes outreach and engagement, diversion, homeless prevention, and cultural after care services in King County. The Program Manager will create and build relationships, facilitate, coach, consult and motivate Yeha:wi Advocates and the Homeless Response Team members.

JOB REQUIREMENTS AND RESPONSIBILITIES:

- Oversee grant contractual obligations and file management related to Yeha:wi Services while ensuring services are aligned with Mother Nation's mission, vision and values.
- Oversee grant contractual obligations and file management related to homeless and housing services, including, but not limited to diversion, homeless prevention, and outreach and engagement, while ensuring services are aligned with Mother Nation's mission, vision and values.
- Provide management and supervision to Yeha:wi Advocates and the Homeless Response Team including oversight to effectively deliver trauma informed, participant-driven services. Determine what training and supervision will best prepare and support staff including evaluations and self-care.
- Set, monitor, and balance the program budgets with quarterly reports with accounting department.

- Complete monthly data reports, quarterly narrative reports, and contract end reports, as required by the funder.
- Assess and improve programs effectiveness, i.e. coordinate outreach strategy activities, staff training, customer satisfaction surveys, etc, in partnership with the Executive Director.
- Lead with empathy, cultural humility, and a desire to build authentic relationships in partnership with Community organizations.
- Guide and assist staff as the lead in reports, case conferencing, and ensuring referrals are consistent to Cultural Services Team for participants.
- Represent Mother Nation at assigned community meetings, funder management meetings, and gatherings with respect to Domestic Violence, Gender Based Violence, and Native American Homelessness.
- Participate in Mother Nation staff Talking Circles, retreats, trainings, conferences, and gatherings.
- The Program Manager may be assigned other related duties as our work continues to grow and new opportunities arise.

QUALIFICATIONS:

- Five years of experience in program management, and/or holding a leadership role at a community based organization.
- Three years of experience supervising gender based violence programs, or equivalent training and education education/or three to four years of former advocacy experience with demonstrated leadership abilities leading by example with demonstrated workplace ethics and professionalism.
- Deeply rooted in Indigenous thought and culture and informed by high-quality research and approaches.
- Experience with capacity building opportunities as a recipient or a provider.
- Experience working on issues of social justice and race equity that includes the ability to assess power dynamics, resolve conflicts, and adjust and respond to organizational needs as they arise.
- Empathy, cultural humility, and a desire to build authentic relationships in partnership with community.
- Agility - the ability to balance multiple responsibilities in a dynamic, sometimes uncertain environment.
- The desire and ability to continually grow and learn from others professionally and personally.
- Experience living and/or working in Native communities.
- Experience working with Indigenous survivors of gender based violence.
- Knowledge of tribal, urban advocacy organizations working to effect social change and that address the issue of violence against Native women.
- Demonstrated health and wellness lifestyle to withstand the emotional and physical challenges to offer a trauma informed work environment for staff and clients.
- Ability to work under pressure in crisis response.

The above statements are intended to describe the general nature and minimum level of work being performed. They are not intended to be construed as exhaustive of all duties, responsibilities and skills required for the position. The employee will be required to perform any other job-related duties as required by the job objectives, the Executive Director or designate, and the mission, vision and values of Mother Nation.

To apply for this position:

Email: info@mothernation.org Subject: Program Manager Application OR

Mail: 4250 S Mead St. Seattle, WA, 98118

Attention: Program Manager