



- Location: Bayside, CA, and remote work as required per COVID-19 safety protocols (see below)
- Reports to: VP of Strategy, Program, and Community Solutions
- Team: Strategy, Program, and Community Solutions
- Time Commitment: 40 hours/week 8:30am-5:00pm, including occasional evening and weekend work as needed
- Status: Regular, Non-Exempt
- Compensation: \$16.00-\$17.85/hour depending on experience, plus health benefits, retirement benefits, paid holidays and sick time
- Application Deadline: This position will remain open until filled, but priority consideration will be given to those who apply by 8am on November 1, 2021**

About Humboldt Area Foundation

Humboldt Area Foundation (HAF) serves the residents of the California counties of Humboldt, Trinity, Del Norte, as well as Curry, Oregon and adjacent Tribal Lands by promoting and encouraging generosity, leadership, and inclusion to strengthen our communities. Through the generosity of local and national philanthropic donors, HAF has awarded more than \$95 million in grants and scholarships since 1972. HAF—along its family of organizations including the Wild Rivers Community Foundation, Humboldt Health Foundation, Native Cultures Fund, and others— focuses its grantmaking and program efforts on strengthening community capacity and transforming our communities’ ability to solve problems and address the root causes of those problems. In early 2021, the foundation adopted four goals focused on vital issues for its next decade of action and support: *Racial Equity*, a *Just Economy*, *Thriving Families and Youth*, and *Healthy Ecosystems and Environments*. As part of this new focus, the organization is making significant organizational shifts to support this dynamic and growing region in the Pacific Western United States.

About Native Cultures Fund

Native Cultures Fund is a 20 year collaboration between philanthropy and Native cultural leaders in northern California to support the cultural revitalization of Indigenous California lifeways, teachings, arts, and intergenerational transmission of knowledge. The program is guided by an active NCF Advisory

Council in partnership with staff employing a decolonization lens. NCF is a program of the Humboldt Area Foundation, and benefits from additional philanthropic support and partnerships from foundations such as the Hewlett Foundation and individual donors who wish to promote Native leadership and culture.

NCF offers cultural grant programs, scholarships for Native students active in their cultural communities, capacity building for Native led organization within philanthropy, advocacy around Indigenous issues, and gatherings to support the cultural momentum and of California Native leaders to tackle the problems that face their communities. NCF's approach to philanthropic work includes a commitment to Native-led distribution of resources, centering cultural leadership, and a broad definition of culture that encompasses all of the lifeways and systems of knowledge that Native people are protecting and developing in the wake of genocide.

About the Opportunity

If you are enthusiastic about applying your attention to detail, respect for sensitive information and confidentiality, and cultural competency in support of cultural revitalization of Indigenous California lifeways, teachings, arts, and intergenerational transmission of knowledge – Native Cultures Fund needs you! In this role, you will be responsible for a variety of administrative, logistical, and customer service tasks that support the daily functions of NCF's grants, scholarships, and community based programs and initiatives.

Program Support

As Native Cultures Fund (NCF) Coordinator, you will provide customer service support to grant and scholarship applicants and recipients as well as review committees, including scheduling and attending internal and external meetings. You will ensure applications and related review systems are updated and user friendly. This role is responsible for seeing through the application process from beginning to end: update and draft grant applications, screen applications for eligibility, data entry and coordination of notification, and prepare letters and reports.

As someone who delights in keeping colleagues organized, you will have responsibility for creating and maintaining organized filing systems. You will utilize, update, and generate reports in constituent databases (CRM, FIMS, etc), ensuring accuracy of data entry. This position provides administrative support for NCF Senior Program Officers, includes reconciling monthly team credit card statements.

Events and Communications

While providing logistical and administrative support to NCF, including meeting and event support, you will be tending to community relationships to allow NCF to grow in a good and nurturing way. You will coordinate events and research projects. You will support communications including community engagement, outreach, and social media.

Team, Organizational, and Administrative

The NCF coordinator participates in team meetings and team building efforts, as well as in all staff meetings, activities, and trainings.

As part of HAF's Strategy, Programs and Community Solutions team, this role will cross-train with support staff to provide back-up support for other team Coordinators and/or Assistants.

Ideal Candidate

You are someone who is organized and prides yourself on providing excellent internal and external customer service. Your ability to ask good questions to complete tasks with a high level of independence serves you well as you take direction from multiple staff members, propose solutions, communicate effectively, and work collaboratively across the organization.

Your time management skills make you both effective and efficient, allowing you to handle multiple responsibilities simultaneously, prioritize and balance workload, and meet critical deadlines in a busy office environment. You work with a high level of accuracy and an eye for detail, easily identifying and correcting mistakes. You can follow existing policies and procedures while also enjoying opportunities to learn, adapt to, and track new systems and procedures.

Your welcoming, friendly, and helpful customer service skills have been honed working with a diverse public. You handle interactions with kindness and respect, communicate effectively with a diverse population, and have demonstrated sensitivity to cross-cultural and intertribal perspectives and experiences. You establish and maintain working relationships with individuals from diverse backgrounds and across tribal communities. You have strong written and verbal communication skills, including a knowledge of written correspondence etiquette for a business setting and Indigenous etiquette.

You are punctual and reliable, and enjoy working independently while also taking pride in being an effective team member. You take initiative to implement work, ask questions when necessary, identify issues, propose solutions and next steps, and collaborate in team-building and community building conversations. You welcome and incorporate feedback readily. You maintain confidentiality and protect sensitive information in accordance with organizational standards and Indigenous protocols.

You have experience with and comfort using office equipment such as computers, phones, printers, etc. Similarly, you have intermediate proficiency using the Microsoft Office suite (Word, Excel, Power Point) or similar programs such as Google Docs. Experience working in database systems is preferred but not required. A strong plus is the ability to operate and troubleshoot audio/visual equipment such as projectors, conference phones, and web-based video conferencing systems.

A truly outstanding candidate will be knowledgeable about nonprofit business functions. Ideal experience includes administrative support to committees: taking meeting minutes, logistics, calendar coordination, travel arrangements, and creating committee packets. Applicable bilingual proficiency in California Indigenous languages is a strong plus. Preferred, but not required, is possession of a current valid California driver's license and ability to be covered under HAF's auto insurance in order to work with community and attend events.

Key Qualifications

A successful candidate is expected to have a minimum of one (1) year of full-time experience working in an administrative or cultural revival role that has provided the qualities described above, along with knowledge and lived experience in Native cultural revitalization efforts in California.

Physical & Mental Requirements of Job

Work is primarily performed in office settings. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, clear speech and lifting of up to 20 pounds.

Application Procedure

Please email the following two (2) documents as well as your salary requirements in Word or PDF format to jobs@hafoundation.org:

1. Resume
2. A cover letter, to include the following:
 - a. Explain your interest in the organization and position
 - b. Provide a short answer to *at least one* of the following questions:
 - i. What is your vision around what the future of California Indigenous cultural revitalization might look like?

- ii. What elements of decolonization or indigenization would you want to apply to how NCF works with programs, staff, and partners?
- iii. How could your privilege (race, gender, socio-economic, positional, educational, experiential, etc.) serve you in this work? How are you using it to create more equity?

We evaluate applicants based on how well they match the qualifications listed, so please use your cover letter as an opportunity to explain and expand upon your skills and experience in these areas.

Please also note, that we do not consider references until the final stages of our hiring process and that they are not required in the information that you submit in your initial application. For more information about Humboldt Area Foundation, visit www.hafoundation.org.

Through the end of 2021, Humboldt Area Foundation staff are primarily working from home as part of a suite of COVID safety procedures aimed at protecting our colleagues and the communities that we serve. Ergonomic and efficient work from home set-ups are provided to all staff, along with temporary additional benefits aimed at supporting staff wellbeing. Covid-19 vaccinations are a mandatory requirement for employment and governance service at the foundation, with reasonable accommodations permitted for staff or board that have specific medically documented or sincere religious prohibitions that would not permit vaccination.

Humboldt Area Foundation is an equal opportunity employer and makes employment decisions on the basis of merit and without regard to race, religion, creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances. Applications submitted for this position do not constitute a promise of employment.

Humboldt Area Foundation (HAF) and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and our belief that taking active and intentional steps to ensure equal employment opportunity and create a working environment that is welcoming to all, will foster diversity and promote excellence in our work. To effectively serve a growing diverse population we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the continually changing communities we serve.