



OWEESTA Corporation

POSITION DESCRIPTION

Position Title:	Programs Officer
Reports To:	Director of Programs
Job Level:	Exempt
Hours & Duration:	Full-time, two-years (dependent on grant funding)
Location:	Remote
Salary:	DOE

Oweesta Corporation (Oweesta) is a certified national Native community development financial institution. Oweesta's programs and services include lending, capacity building, and financial education and asset building. Oweesta focuses on the development of strong Native institutions. Oweesta seeks a qualified applicant for the following position.

POSITION SUMMARY

The Programs Officer is responsible for providing technical assistance and training to Native CDFIs and Native nonprofits. They will also maintain and manage partnerships, contracts, consultants, grants, and other collaborative efforts. A part of the programs team, the Programs Officer will support strategic and operational goals of the department and organization and show attention to detail – especially around project and time management, and writing/reporting.

DUTIES AND RESPONSIBILITIES:

1. Provide and/or manage quality training and technical assistance in various areas of organizational development for Native CDFIs and nonprofits.
2. Contribute to the development, delivery and tracking of wholesale and customized training/technical assistance projects, programs, products, and services, particularly Native CDFIs, for Oweesta's target market(s) with Native communities.
3. Provides logistical, programmatic, research and planning support for training and technical assistance projects and programs, including Native financial institution development.
4. Work with development department to provide feedback around private and public contract and grant-based proposals to deliver products and services.
5. Work with the training, technical assistance, and contract management (including consultants) staff to facilitate smooth delivery of training and technical assistance within budgetary requirements.



6. Work with Communications and other Oweesta staff on interdisciplinary efforts.
7. Performs other duties as assigned by supervisor.

EDUCATION AND EXPERIENCE:

1. Bachelor's degree or relevant experience preferred.
2. Minimum two years' experience with Native nonprofit organization and/or other community/economic development nonprofit—preferred in the financial institution/CDFI development field.
3. Experience in Native community/economic development is desirable.
4. Preferred experience providing facilitation, client service, contract fulfillment, consulting, presentations, and/or event planning in similar organization/field.

KNOWLEDGE, SKILLS, ABILITIES, and PHYSICAL REQUIREMENTS:

1. Strong written and verbal communications skills required.
2. Excellent computer skills.
3. Hardworking, motivated, self-directed.
4. Organized, able to meet timelines, and manage multiple projects simultaneously.
5. Ability to think independently and problem solve while working in remote office environment – including clear communication with team.
6. Some awareness of the complexities and challenges of community development finance and small business development in Native communities.
7. Ability to represent Oweesta as needed at conferences.
8. Strong business and customer service skills required.
9. Ability to work constructively with diverse constituents and as a participant on multi-disciplinary teams required.
10. Ability to travel frequently required.
11. No extraordinary physical requirements beyond ability to travel. Job involves normal physical requirements for an office position. Oweesta supports and complies with ADA.
12. Works with other staff on interdisciplinary efforts and performs other duties as assigned by supervisor.

Oweesta offers competitive salaries and benefits including health, dental, life and disability insurance and Simple IRA pension plan.

TO APPLY: Please email your resume and cover letter to Heather Rademacher Taylor, Director of Programs, at heather@oweesta.org.