



Summary:

Red Feather is looking for an experienced Program Coordinator to further our mission by facilitating a program known as the Four Corners Wood and Coal Burning Appliance Replacement and Home Weatherization Project (WCBAR Project). The WCBAR Project is an environmental mitigation project, and includes the replacement of older, wood- and coalburning home heating appliances with new, cleaner burning heating appliances, for eligible households on parts of the Navajo Nation. The Project will also include home weatherization upgrades for the eligible homes, pending an evaluation of weatherization feasibility. The Navajo Nation chapters included in the program are Shiprock, Upper Fruitland, Nenahnezad, Tse Daa K'aaan (Hogback), Tse anaozt'ii (Sanostee), Tiis Tsoh Sikaad (Burnham) and San Juan. Funding and implementing the WCBAR Project is provided via a consent decree related to the Four Corners Power Plant. It is anticipated to last approximately 3 years and reach approximately 500 homes based on the total available funding.

Essential Duties & Responsibilities

- 1) Communications with program applicants including but not limited to assistance on the scheduling of home inspections to assess household eligibility and technical support for new appliances or weatherization services provided.
- 2) Provision of in-home instruction and demonstration for recipient households regarding their new appliances.
- 3) Coordination with other WCBAR Project team members to schedule activities at the selected homes.
- 4) Designing (in partnership with all team members) and implementing an educational program for recipient household on the proper operation of their new appliance.
- 5) Development of monthly status update reports, summarizing all program activities including any problems or issues encountered by Red Feather and any other concerns or observations related to the progress of the WCBAR Project.
- 6) Respond to stakeholder phone calls and email questions and attend meetings as required.
- 7) Other duties as assigned

Knowledge, Skills, and Abilities:

- ❖ 3+ years of experience in community development and/or organizing.
- ❖ Knowledge of construction management, weatherization science, and healthy housing principles.
- ❖ Navajo-English bilingual
- ❖ Strong verbal and written communication skills with the ability to relate to diverse individuals and groups.
- ❖ Proven ability to manage multiple, complex projects.
- ❖ Ability to work autonomously and as a team player, while being accountable to others, one's self, and to the core values of the organization.
- ❖ Ideal candidates will either be located in the Farmington-Shiprock area or willing to relocate.
- ❖ Have a valid driver's license and licensed and insured vehicle that can be used for travel to work related appointments.

Education and Experience:

- ❖ College degree (Bachelor) preferred. Associate's degree considered with related work experience.

Salary:

- ❖ \$34,000-\$40,000 + Benefits

To Apply:

- ❖ Send cover letter, resume, and three references to joe@redfeather.org or mail to: Red Feather Development Group, 2501 N 4th St, Suite 17, Flagstaff, AZ, 86004

Red Feather Development Group is an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, color, creed, tribal affiliation, religion, national origin, sex, sexual orientation, gender identity, age, marital status, disability, or status as a veteran, disabled veteran or Vietnam era veteran in accordance with applicable federal and state statutes and regulations.