



Program Officer Position Description

Reports To: Executive Director
Supervises Over: None
Hours: Full Time, Permanent
Classification: Nonexempt
Starting Salary: \$40,000 - \$60,000+ DOE
Location: Remote or Eagle Butte, SD

Job Summary

The Program Officer is in charge of the development of Akiptan's programs and grant activities. This position will work intricately with the Executive Director and other Program Officers to manage and expand the services and programs that Akiptan offers. The ideal candidate for this position will be a self starter, have good communication skills and teamwork.

Duties and Responsibilities

The Program Officer's duties include, but are not limited to, the following:

- Develops, coordinates and reports on programs, services, curriculums and grants. Maintain and update account records. Report on impacts made. Technical reading and writing, data analysis. Search for grant opportunities.
- Work collaboratively with other staff members. Ability to manage goals and follow plans.
- Work with all demographics of clients and provide training as necessary to program participants. Assists in building professional relationships and partnerships with the Executive Director.
- Event planning, virtual and in person.
- Write success stories and assist with marketing/public relations presence.
- Assist with customer service, answer questions on Akiptan's programs.
- Follows policies and procedures, and maintains confidentiality.

Minimum Qualifications

- Experience with government and private grants.
- Knowledge of lending and experience with Native Communities and Economic Development. Knowledge of agriculture.
- Ability to travel to meetings, conferences and trainings as needed.
- Ability to act professionally and have customer service skills.
- Self driven work ethic.
- Familiarity with computers and willingness to learn new software.

Please send a Letter of Interest, Resume, References and any questions to skya@akiptan.org. or call our office at 605-301-0581. The position comes with a full suite of benefits and is open until filled.