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[www.redfeather.org](http://www.redfeather.org)

### Red Feather Development Group: Community Coordinator

Red Feather Development Group (Red Feather) partners with the Navajo and Hopi Nations to provide sustainable solutions to the housing needs within their communities. Red Feather programs include healthy home educational outreach, healthy home case management, and the facilitation and management of home repairs for qualified families. Red Feather works closely with government officials, community members, professionals and volunteers within each community to develop and implement these programs.

Red Feather (RF) is hiring two full-time (40 hour per/week) community-based coordinators, one based on the Hopi Nation and the other on the Navajo Nation (specifically Tuba City/Cameron area). The positions will be responsible for connecting housing resources to families in need, including conducting home assessments, educating homeowners about the connection between housing conditions and health, developing housing repair actions plans, and aiding in the facilitation of home repairs. These are 2-year grant funded positions and continued employment is based on our ability to maintain sufficient funding.

### Duties and Responsibilities

- Conduct home assessments to identify and prioritize home repair needs.
- Educate homeowners on the link between housing and health and provide low-cost strategies that can be used to improve the living environment.
- Assist in the implementation of Red Feather's Healthy Home Energy and Safety Improvement program, which involves facilitating home repairs and weatherization improvements for qualified families, tasks can include scheduling appointments, assisting clients with the application process, conducting site assessments with sub-contractors, ordering supplies, managing volunteers, and serving as liaison for the homeowner throughout the entirety of the home repair project.
- Assist in the coordination of educational workshops, including student recruitment and management, data tracking, site preparation, instructor support, and logistical support required for the successful delivery of planned events.
- Assist in program evaluations which can include data entry, conducting interviews, reviewing and interpreting qualitative and quantitative program data.
- Assist in marketing and social media strategies by taking pictures and interviewing clients on an as-needed basis.
- Perform other duties as assigned.

## Qualifications:

### Required:

- Strong Desire to serve Hopi and Navajo Communities.
- Commitment of 40 hours per/week.
- Strong verbal and written communication skills.
- Strong knowledge of Microsoft Office (Excel, Word & PowerPoint).
- Ability to work well with a diverse team.
- Ability to determine priorities, organize schedules and meet deadlines.
- Strong attention to detail and high degree of accuracy.
- Reliable vehicle and valid driver's license and insurance.
- Ability to maintain a home office based on the Hopi or Navajo (Tuba City/Cameron area) Nations.
- The ability to travel to the Red Feather office in Flagstaff for all required trainings, meetings and material/supply pickups.

### Desired:

- College degree with experience in the nonprofit, housing, health, and/or community development fields.
- Experience organizing and maintaining data for management decisions.
- Experience with Dropbox, Google Suite, Asana, and other various types of software and technology packages.
- Hopi or Navajo language proficiency.

Salary: \$15.00-18.00 per/hour + benefits

To Apply: Send cover letter and resume to email: [shannon@redfeather.org](mailto:shannon@redfeather.org)

*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.*