Tewa Women United

*Environmental Health & Justice Program Manager*

**Job Description**

<table>
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<tr>
<th>Reports to:</th>
<th>TWU Associate Director</th>
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<td>Employee status:</td>
<td>Non-exempt, Regular Part-time to Regular Full-time Position</td>
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**Position Summary**

Environmental Health and Justice (EH/J) Program Manager will have primary responsibility and oversight of the projects / programming under the EH/J Program. The EH/J Program Manager will also provide supervision for all staff and interns under the projects under this program.

**Duties and Responsibilities**

**Primary Duties**

- Serve as the primary oversight of projects under the EH/J Program to ensure productivity and accountability to grants and funding
- Provides prior approval and updates to EH/J Staff regarding purchasing supplies, mileage reimbursements and timesheets.
- Monitors and reviews financial expenditures for the projects under EH/J.
- Oversight of staff, interns and volunteers within the EH/J Program
- Conducts supervision with each project staff on productivity, accountability, performance and delegation on a bi-weekly basis every month.
- Provides professional development and skill building opportunities for EH/J Staff.
- Reviews and approves program staff timesheets, reimbursements, mileage before submission to Executive Director for final approval.
- Coordinates, attends and participates in monthly Program Meetings.
- Contributes assistance on stats and reports to Grant/ Data Coordinator.
- Provides annual updates on policies, forms and protocols for projects under EH/J programs.
- Operates as primary contact for funding agency(s) and funders for EH/J projects.
- Updates and maintains weekly Google Calendar and BaseCamp with program activities/ events.
- Provides regular updates to TWU website.
- Attends and participates in TWU monthly Staff Meetings.
- Conduct basic office duties such as maintaining Communication Log, answering phones/ messages/ faxes, etc.
- Ensures Employee handbook (confidentiality forms/ background checks) are distributed for new hires.

**Finance and Fundraising**

- Oversees and monitors program budget expenditures.
- Coordinates and presents interim status reports on grants/ funding.
- Researches and assists with proposal writing to develop additional funding.
- Create and maintain the annual program operating budget.
- Coordinate monthly financial meetings with the Financial Director and Associate Director to review expenditures and budget adjustments.
- Complies and provides fiscal reporting and documenting duties as required by TWU.
- Collaborates in general TWU fundraising strategy.

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Outreach/Community Building
- Assists in the creation and distribution of flyers/outreach materials.
- Develops and builds supporting relationships among media, key-decision makers and community members/organizations.
- Develops and implements a community engagement plan.
- Represents TWU and participate on community events as assigned, includes both internal and external events
- Revises and distributes EH/J outreach information that is accurate and available for its intended purposes.

Training and Classes
- Conducts and coordinates trainings/classes for staff, service providers and community on a variety of topics including but not limited to:
  - EH/J
  - TWU Organization
- Commits to on-going professional skill development and anti-oppression practice/approach.
- Monitors attendance of EJ/H staff at required trainings as determined by Associate Director and/or Executive Director.

Campaign – Movement Building and Connection
- Coordinates and supports other TWU Programs as needed and indicated in scopes of work.
- Coordinates and implements campaigns as identified for the EH/J Program.
- Provides assistance in building beloved families and communities.

Perform other duties as assigned by TWU Director and Associate Director

The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity. Tewa Women United maintains the right to augment or delete duties and responsibilities as business dictates.

Minimum Position Qualifications
- Bachelor’s degree in a related field (i.e., Environmental Science, Environmental Law, Science, Environmental Health, Public Health) and/or a minimum of three (3) years’ experience in project management and/or project planning. An equivalent combination of education and/or experience may be substituted, as long as it directly relates to the essential duties and responsibilities
- Supervisory or project management experience is required
- Demonstrates ability to clearly establish goals and objectives, plan/organize activities and projects
- Demonstrates good negotiation skills, works independently, and demonstrates good judgment
- Ability to interact with a variety of personnel at different levels of responsibility
- Ability to establish and maintain effective interpersonal relationships with co-workers and colleagues, collaborative partners, board members, government officials, volunteers, etc.
- Experience working in Native American communities, cultural sensitivity to the needs and distinct tribal and cultural ways of life and willingness to complete cultural competency training and/or undoing racism training.
- Experience working with environmental justice initiatives and community organizing is

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Knowledge, Skills and Abilities

- Utilize computer equipment, software and other electronic devices to perform work effectively and efficiently are desirable.
- Knowledge of Microsoft Word, Excel, Power Point, BaseCamp, Google and database management software is desirable.
- Capability to communicate clearly in written and oral form.
- Organized and able to multitask.
- Effective and creative problem solving abilities.
- Ability to work independently.
- Strong group management skills.

Employment Screening and Compliance

- Employees must comply with drug and alcohol-free work environments.
- Employees may be required to complete a background check.
- Employees must maintain a current and valid driver’s license and insurance to perform duties as position requires activities that require travel by motor vehicle.

Environment Work Conditions

- Most essential duties are performed in an office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting.
- Work is normally performed in an area permitting partial to total privacy.
- As a condition of employment, a person may be required to work weekends and/or during the evenings.
- Work may occasionally require lifting of various materials and equipment over 20 pounds.

Employee Acknowledgement

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I can perform these duties and responsibilities. If I determine that an accommodation may be necessary at a later date, I shall notify my employer. I understand that my employer maintains certain rights as well under the Americans with Disabilities Act (ADA). By signing below, I acknowledge receipt of a copy of my job description.

Employee Name (Printed): ______________________________________________

Employee Signature: __________________________________________________

Date: _____________________

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Tewa Women United
Values and Guiding Principles

- Demonstrate attitudes, behaviors and actions in accordance with TWU Values:
  
  * **wina ta yaw** – we, together, will live these values
  * **wowatsi** – circle of life, generosity, reciprocity, life affirming, purposeful living
  * **agin** – respectful caring of self and others; acting with agency and self-determination
  * **seegi ma va'i** – loving, caring for, and looking out for each other
  * **nang ochuu kweeyo** – love and reverence for Mother Earth and all her gifts
  * **kwee wa – sen wa vi tuu** – female and male ancestral knowingness; male and female energy
  * **bin mah pah di** – releasing and letting go; healing

- The position supports the TWU frameworks of 1) The Two-World Harmony Butterfly Model—maintain a balance between indigenous/ Cultural ways of knowingness and western knowledge that ensures effectiveness and cultural integrity in all of our work, and 2) “Opide”—a Social Justice framework with an intersectional analysis that is an intergenerational, multi-cultural approach which is Gender-specific yet family/ community embracing. Opide means braiding or weaving together. It is about multiplicities that exist at once. Opide is about moving from theory to practice - to action.

- Contribute positively to creating a Beloved Community by honoring and valuing one another, putting forward solutions to issues/concerns, and voicing both positive/ negative in a manner that is respectful to oneself and the others.

Employee Name (Printed): ______________________________________________

Employee Signature:  __________________________________________________

Date: _____________________

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