*Rural Community Assistance Corporation*

**Job Description**

***Native Navigator***

*(New Mexico)*

**Classification:** *Grade E* **Department:** *Executive Services*

**Status:** *Exempt***Supervisor:** *Chief Executive Officer*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. For more than 40 years, our dedicated staff and active board, motivated by our core values: leadership, collaboration, commitment, quality and integrity, have helped effect positive change in rural communities across the West.

**RCAC Programs**

RCAC’s New Mexico staff provide a wide variety of services, training and technical assistance across all programs including environmental (water, wastewater, solid waste), housing, economic development and financing through our Loan Fund.

**Position Description**

The intent of the Native Navigator position is to establish and nurture RCAC’s relationships with Indigenous Peoples, Tribes, both Federally recognized and non-Federally recognized, Alaska Native, Native Hawaiian and native Hawaiian communities, Tribally Designated Housing Entities (TDHEs), Native-led grassroots organizations, nonprofit organizations, state agencies and Community Development Financial Institutions that work within RCAC’s service area including on Tribal lands and in New Mexico’s Indian Country. The position’s primary focus is to strengthen RCAC’s understanding of the complex challenges faced by Indigenous Peoples and Native and Tribal communities. The Native Navigator will work to build and maintain trust relationships between RCAC and Indigenous Peoples and Native and Tribal communities. The Native Navigator will use a collaborative approach to assess and connect Indigenous Peoples and Native and Tribal communities to RCAC staff and programs that are most suited to help communities reach their goals and visions. The Native Navigator will also develop relationships with Native-led grassroots entities and working alongside, help them reach self-determined goals.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation process.** **Duties and responsibilities include but are not limited to:**

* Establish, deepen and nurture trust and relationships with Indigenous Peoples, Tribes, both Federally recognized and non-Federally recognized, Alaska Native, Native Hawaiian and native Hawaiian communities, Tribally Designated Housing Entities (TDHEs), Native-led grassroots organizations, nonprofit organizations, state agencies and Community Development Financial Institutions working in RCAC’s service area including on Tribal lands and in New Mexico’s Indian Country.
* Increase awareness within RCAC of Indigenous Peoples, Native and Tribal culture, and the strengths and challenge of their communities.
* Working with, and under the direction of, Indigenous Peoples and Native and Tribal organizations, seek culturally appropriate ways for RCAC to provide resources to Indigenous Peoples, Native and Tribal communities and New Mexico’s Indian Country so communities can actualize self-determined goals.
* Improve outcomes for Indigenous Peoples and Native and Tribal communities through technical assistance, training, capital expertise and outreach from RCAC’s human and financial resources
* Gain a working knowledge of RCAC’s programs and services, and conduct needs assessments to match RCAC services with Indigenous Peoples and Native and Tribal communities’ needs
* Work collaboratively with RCAC staff; act as point of contact with Indigenous Peoples and Native and Tribal representatives and agencies; organize and facilitate site visits with and through Native-led grassroots organizations to promote cross pollination of learning, program/information sharing and engagement between RCAC and Indigenous Peoples and Native and Tribal entities
* Represent RCAC at all gatherings and trainings related to housing, infrastructure, economic and community development in New Mexico’s Indian Country and build collaborations with other potential partners and/or lenders in New Mexico
* Support projects and programs to work in trusted partnership with Indigenous Peoples and Native and Tribal governance, communities, agencies, community members and other grassroots organizations working in New Mexico’s Indian Country
* Create and identify opportunities to engage philanthropic, government, and financial institutions and other agencies in dialogues that increase access to resources for investment in New Mexico’s Indian Country
* Build relationships with community service providers, community and business leaders, government and other political leaders through professional knowledge sharing, and collaboration
* Gain knowledge and awareness of federal and state programs that serve Indigenous Peoples and Native and Tribal communities and how RCAC can collaborate to direct those resources to New Mexico Indigenous Peoples and Native and Tribal residents and communities
* Cultivate a deep advocacy and policy understanding through policy review, analysis, development and implementation in partnership with Indigenous, Native, or Tribal-led organizations
* Coordinate and collaborate with Data and Impact Specialist on ensuring data unique and relative to Indigenous Peoples and Native and Tribal communities is captured in accordance with laws and policies
* Perform other duties as assigned

**Skills and Qualifications**

* Knowledge, appreciation, and competent understanding of New Mexico Indigenous Peoples and Native, Tribal, and rural culture, governance, community dynamics and traditions
* Experience working with Indigenous Peoples, Tribes, both Federally recognized and non-Federally recognized, Alaska Native, Native Hawaiian and native Hawaiian communities, multi- and inter-Tribal relationships, Tribally Designated Housing Entities (TDHEs), Native-led grassroots organizations, , Community Development Financial Institutions, agencies and other nonprofit organizations
* Be community oriented with the ability to work with a diverse population and varying cultural beliefs and traditions, and to demonstrate sensitivity and discretion in all aspects of work
* Ability to build trust with Indigenous Peoples, Native and Tribal residents and communities
* Ability to troubleshoot, innovate, and problem-solve by identifying solutions and resources needed for Indigenous Peoples, Native and Tribal communities
* Proficiency with Microsoft Office Suite and meeting platforms including Microsoft Teams and Zoom
* Ability to complete timely administrative and reporting requirements related to work responsibilities
* Ability to listen effectively and communicate, verbally and in writing
* Ability to work with minimum supervision and effectively prioritize multiple tasks
* Ability to work independently as well as in team environments

**Physical Job Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average two hours per day) to heavy (four or more hours per day).

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to manipulate; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to five days per month) to heavy (up to 15 days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience:**

A combination of experience and education is required to qualify for the position. A typical qualifying combination would be:

* Bachelor’s degree required with four years of experience (or eight years of relevant job experience acceptable)
* Highly organized, detail-oriented project management experience required
* Community development experience specifically with Indigenous Peoples, Native, Tribal and rural communities
* Program manager and/or relationship development experience desired

**Special Requirements:**

Possession of a valid driver's license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy may be required when traveling for business purposes.